

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – ACCREDITATION AND INSTITUTIONAL EFFECTIVENESS

PAY GRADE: A-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for direction and oversight of collegewide institutional research, assessment, planning and effectiveness. Chief accreditation liaison for college SACSCOC compliance and reaffirmations. Directs the design and execution of plans for maintaining accredited status for the college. Leads annual planning and assessment processes through data-driven insights. Supervises external reporting and other functions associated with institutional research and effectiveness, maintaining quality programs and services. Ensures data collection, analysis, and reporting meet the needs of internal and external stakeholders to support decision-making and foster a culture of continuous improvement.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree in higher education administration, assessment, evaluation, research methods, statistics, data/institutional analysis, or a related field required or an equivalent combination of education and senior level experience may be substituted for the degree requirement. Doctorate preferred.
2. Years of experience in the field: Minimum of five years' experience in leadership planning, research, accreditation, or assessment-related activities required, with at least three years in a leadership role, preferably in higher education. Experience with data analysis to analyze data and develop internal and external business reports required.
3. Special skills or abilities related to the position: Sound knowledge of higher education including best practices in higher education planning, assessment, statistics, institutional research, decision support, data analysis, statistical software, accreditation, and information communication; ability to coordinate major activities, such as collegewide planning; excellent skills in writing and verbal communication and the ability to present complex data; ability to collaborate effectively, cultivate trust, generate enthusiasm among constituencies, think critically and strategically, and respond to complex inquiries. Knowledge of SACSCOC principles of accreditation. Concise, written communication and proficient public speaking abilities required.

ESSENTIAL JOB FUNCTIONS:

1. Serve as accreditation liaison to SACSCOC to ensure that compliance with accreditation requirements is incorporated into the planning and evaluation processes of the institution.
2. Serve as a resource and provide guidance to college personnel on the SACSCOC accrediting policies and procedures applicable to their respective areas.
3. Coordinate preparation of the annual profiles, substantive change documents, and any other routine correspondence and reports required or requested by the Commission.
4. Serve as a resource person during the decennial review process and help prepare for and coordinate reaffirmation and other SACSCOC accrediting visits.
5. Maintain knowledge of accreditation requirements in support of institutional compliance and related planning and assessment.
6. Provide accreditation training as required, ensuring all areas maintain the appropriate documentation to support compliance.
7. Lead the institutional research, planning and effectiveness team to achieve departmental and institutional goals aligned with the college's mission, vision, goals, and strategic priorities; develop outcomes; assess effectiveness and implement improvement plans.
8. Work with the IRE team to extract, compile, analyze, disseminate and communicate quantitative and qualitative student and administrative performance indicator data and reports.
9. Supervise the preparation of state/federal reports and the creation, administering and reporting of internal and external institutional surveys, evaluations and assessments and ensure compliance with state and federal regulations.
10. Oversee and/or conduct research, including design, collection, analysis, interpretation and communication of findings; conduct special projects and studies to address decision-making needs of the college and for senior administrative staff and the president, as assigned.
11. Oversee and conduct analysis and Interpretation of data files and edit reports from the Florida College System.
12. Develop and maintain data dashboards and reporting tools to facilitate access to critical institutional data.
13. Collaborate with the college's Information Technology department as needed to meet reporting and research needs.
14. Plan, develop, coordinate and implement all activities necessary to communicate and educate the college community about the institutional effectiveness and accreditation processes of the college, including program reviews, service unit assessments, strategic planning, and assessment of student learning outcomes.
15. Assist the vice president with the collegewide strategic planning process. Coordinate the collegewide calendar of academic and service area program reviews.
16. Provide orientation, training and support to departments in designing program and functional unit reviews; and deliver monitoring reports.
17. Oversee the implementation of online planning and assessment tools; lead collegewide annual planning process.
18. Collaborate with academic and administrative departments to design and implement assessment plans that align with and measure progress toward institutional goals.
19. Serve as a key partner to academic and administrative leaders in the development and evaluation of strategic initiatives and institutional goals.

ESSENTIAL JOB FUNCTIONS (Continued):

20. Provide guidance and consultation to administrators, staff, and faculty regarding data analysis, assessment, and institutional planning.
21. Coordinate the development of reports and presentations to communicate research findings to internal and external stakeholders.
22. Manage and mentor the IRE team, fostering a collaborative and supportive work environment.
23. Remain current with knowledge, skills, and expertise in the fields of accreditation, assessment, planning, and institutional research and effectiveness through ongoing professional development for the team.
24. Develop and manage the department budget.
25. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student/employee contact.
26. May be required to work a flexible schedule - late afternoons or evenings, or on weekends; work-related travel may be required.
27. Other duties as assigned.
28. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with disability)

PRIMARY LOCATION OF JOB: OCALA CAMPUS

SUPERVISOR OF POSITION: Vice President of Institutional Effectiveness and College Relations