COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR, INSTITUTIONAL EFFECTIVENESS

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for direction of a college-wide institutional effectiveness/research program, including planning and assessment. Supervises the college’s State Reports Coordinator who prepares relevant State and Federal reports.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master’s degree required. Doctorate preferred.

2. Years of experience in the field: Minimum of two years experience in planning, research, or assessment related activities required.

3. Special skills or abilities related to the position: Sound knowledge of statistics and assessment procedures; ability to coordinate major activities, such as college-wide planning; excellent skills in writing. Knowledge and experience in the use of software in a variety of research and administrative applications. Designs and directs institutional research projects, college wide, departmental and external assessments, and follow-up studies.

Responsible for the development and dissemination of analytical data related to academic and administrative programs, strategic planning, accreditation and institutional effectiveness activities, enrollment trends, and required internal and state/federal external reports and surveys.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the overall Institutional Effectiveness program of the college.

2. Coordinate the college institutional research program.

3. Supervise preparation of state and other required reports.


5. Provide timely, collegewide reports.

6. Serve as the college liaison to SACS.

7. Coordinate Institutional Effectiveness Indicator process.

8. Coordinate the college planning process.
(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment

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

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Provost/Levy Center and Executive Director of College Planning