

**WARTBURG COLLEGE
POSITION DESCRIPTION**

Title of Position – Director of Institutional Research and Effectiveness

Function of Position:

Reporting to the Vice President for Academic Affairs and Dean of the Faculty, the Director of Institutional Research and Effectiveness will be responsible for collecting, analyzing and utilizing institutional data for planning and assessment processes, coordinating campus-wide activities related to assessment of student learning and continuous quality improvement, supporting institutional reaffirmation of accreditation activities through the Higher Learning Commission, and responsible for working with individual academic departments to support program accreditations.

Principal Duties and Responsibilities:

I. Evidence-based Improvement and Planning (50%)

- Work with senior leadership team and other campus constituencies to gather and analyze data relevant to the performance of programs and the institution as a whole.
- Draw conclusions from internal and external research, develop action plans for improvement and make recommendations to individual Cabinet members and to Cabinet as a whole.
- Coordinate and facilitate the administration and analysis of third-party institutional surveys.
- Other duties as assigned.

II. Assessment (20%)

- Play a leadership role in developing, implementing, and updating a campus-wide assessment plan, in coordination with the Vice President for Academic Affairs and Dean of the Faculty and other key personnel.
- Serve as primary liaison to Information Technology Services in the implementation of assessment software. Oversee training and use of the assessment software by faculty, staff and students.
- Act as a liaison to academic and non-academic departments and programs in developing and implementing program assessment plans.
- Work with the assessment committee to implement a comprehensive program to develop faculty for the work of assessment.
- Facilitate the integration of assessment in academic program review.
- Serve on and attend appropriate faculty and institutional committees.
- Interact with external entities, including the Higher Learning Commission, regarding assessment activities.
- Upload appropriate information to applicable websites and other electronic media.

III. Accreditation (20%)

- Assist in collecting, organizing, and uploading data to appropriate websites in support of reaffirmation of accreditation activities.
- Coordinate preparation of reaccreditation submission materials to include data and accompanying narrative.
- Serve as liaison with faculty and staff in reaffirmation of accreditation activities.
- Work with academic departments in support of program accreditations, including, but not limited to, education, music, social work, and music therapy.

IV. Academic Program Administration and Review (10%)

- Attend EPC and General Education committee meetings and others as assigned.
- Coordinate Program review process for programs in Academic Affairs

Supervision:

In collaboration with the supervisor, the employee is responsible for determining work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

Requires Master's degree, doctorate preferred. Must provide evidence of experience analyzing data using appropriate software, excellent communication, interpersonal, and problem-solving skills; and attention to detail. Prefer experience in higher education and experience with institutional effectiveness, assessment and accreditation.

Application Procedure:

Send letter of interest, including a letter of application which includes the qualities you offer within the context of the [Wartburg College mission](#), curriculum vita or résumé, final transcript and contact information for three references electronically to: hr@wartburg.edu. See <http://www.wartburg.edu> for further information about the college. Screening begins immediately and continues until position is filled. Full consideration given to applications received by April 30, 2021.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.