

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Director of Institutional Research and Effectiveness

Preparation Date: September 2021

Function of Position:

Reporting to the Vice President for Academic Affairs and Dean of the Faculty, the Director of Institutional Research and Effectiveness will play a key role in enabling individuals, and therefore Wartburg College as a whole, to be continually student-centered, relevant, agile, effective, sustainable, and contributing to a greater good. This will include leading and overseeing the process and implementation of institutional research, campus-wide assessment (e.g., curricular, co-curricular, institutional), program review evaluation, accreditation, and compliance requirements at the state, regional and federal levels. This position promotes a philosophy of continuous improvement and seeks to foster a culture of data-informed decision-making.

Principal Duties and Responsibilities:

I. Evidence-based Data-Analysis and Planning (50%)

- Collaborates across the institution to encourage a culture of strategic planning and continuous quality improvement.
- Provides reliable, relevant, and quality data, analysis, information, and recommendations to facilitate planning, budgeting, accountability, accreditation, program evaluation, assessment, and development of policy decisions.
- Identifies emerging issues, challenges, and opportunities, anticipating questions through review of data, information, and research and policy studies, including those related to institutional, state, national, conversations around higher education.
- Supports pre- and post-award grants management through collection, assessment, analysis, and reporting of data.
- Working with the IT Department, the Registrar, and the Data Governance Committee, oversees the organization, storage, and accessibility of institutional data.
- Operates a variety of software packages used for data management, statistical analysis, and visual display of data; learns and applies emerging technologies as necessary.

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 and academic program review.
- Work with the assessment committee to implement a comprehensive program to develop faculty for the work of assessment.
- Interact with external entities, including the Higher Learning Commission, regarding assessment activities.

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 faculty committee meetings and others as assigned.
- Facilitate the integration of assessment in academic program review.
- 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. Advanced computer and system skills are essential. The ideal candidate must have the ability to understand and promote both qualitative and quantitative research processes and perform basic statistical data analysis. Excellent communication and collaboration skills are necessary, along with the ability to establish rapport and engagement. Previous experience in higher education, institutional research and effectiveness, assessment, and accreditation is preferred.

Application Procedure:

Send 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.

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.