Coordinator of Institutional Assessment -- Position #FA136

Position Description

The Coordinator of Institutional Assessment is responsible for directing and coordinating college and programmatic assessment and continuous improvement activities, including the coordination of the WCC Strategic Plan. The Coordinator will collaborate and communicate regularly with the President, Vice Presidents, Deans, Director of Institutional Research and Effectiveness, college faculty and staff to facilitate planning and evaluation efforts of the college.

Job Responsibilities

A. Specific Job Responsibilities include:

1. Provide leadership for planning and assessment to include:

   - Initiate, coordinate and maintain the implementation of the WCC Strategic Plan and VCCS Strategic Plan assessment activities to demonstrate the extent to which the college is fulfilling its mission annually and over time;
   - Document the progress towards institutional and departmental goals;
   - Ensure that compliance with SACSCOC accreditation requirements is incorporated into the planning and evaluation process of the college;
   - Initiate, coordinate and maintain the accountability for academic assessment and college-wide assessment activities directly related to institutional effectiveness;
   - Facilitate the development of a culture of evidence within the institution and support the development and assessment of college-wide institutional goals, student learning outcomes and administrative/educational support outcomes;
   - Utilize data for institutional planning for budgeting, faculty productivity, regional demographics, strategic planning and initiatives, and other institutional needs;
   - Direct and administer WCC’s Academic Program Review process; and
   - Develop and maintain the WCC Assessment Handbook.
2. **Provide administrative leadership relative to college activities/events, to include:**

- Coordinate faculty, staff, student, and related committees and task groups in the development and pursuit of academic assessment activities, and in using assessment results for the improvement of student retention; student persistence in achievement of student goals; and improvement of degree programs, general education, developmental studies, and other aspects of the college's curriculum;
- Coordinate and assist with cooperative planning, research, and evaluation activities within the College, and between the College and the VCCS;
- Coordinate and assist with the development and maintenance of information systems related to assessment efforts;
- Recommend changes in policies and operational procedures based on evidence and recommend strategies for the continued positive development of the College;
- Coordinate and assist with the preparation and dissemination of reports, research briefs, newsletters, and other communications;
- Recommend and coordinate research projects and/or studies of College programs, services, and activities including, but not limited to, student services, instructional evaluation, student success efforts, instructional costs, faculty data, management policies, student learning outcomes, administrative/educational support outcomes, and program planning and review;
- Assist with requests from administrative and instructional faculty or from outside the college, for research data, e.g., questionnaires from educational and governmental agencies, in the preparation of reports as required by the VCCS, SCHEV, IPEDS and other agencies, to include facilities space utilization reports; and
- Research, collect, develop and provide data to assist in determining the educational needs of the WCC planning region and assist appropriate staff in transforming those needs into viable educational programs and services.

3. **Provide administrative leadership relative to College accreditation, to include:**

- Coordinate the preparation of the annual profiles and any other reports requested by SACSCOC;
- Ensure that electronic institutional data submitted to SACSCOC are accurate and timely;
- Maintain documentation files and systems of all accreditation materials for SACSCOC, such as, reports related to the decennial review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices;
- Familiarize faculty, staff, and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised;
- Serve as a contact person for Commission staff;
- Serve as a resource person during the decennial review process and help prepare for and coordinate reaffirmation and other accrediting visit; and
- Coordinate the collection and notification of substantive changes and program developments in accord with the substantive change policies of the Commission.

4. **Provide administrative leadership relative to budget/finance to include:**
- Develop and maintain the SACCOC budget for the College.

B. Promote Wytheville Community College’s culture of excellence and quality service through teamwork, respectful communication, maintenance of a professional environment, partnership with those we serve, and anticipation of student/customer needs.

C. Adhere to VCCS and College’s policies and procedures.

**Required Qualifications**
- A master’s degree or doctorate from an accredited college or university in business, social sciences, student personnel services, higher education, statistics or a related academic field or an equivalent combination of training and experience to demonstrate the ability to perform the duties and responsibilities of the position;
- Considerable knowledge of assessment of academic programs and functional areas at the college, as well as considerable knowledge of the community college mission, administration practices and principles, curricula, instructional practices, and learning outcomes;
- Knowledge of regional accreditation standards, as well as any applicable specialized accreditation, certification, and licensure requirements;
- Demonstrated knowledge of research techniques and strategic analysis. Must have the ability to read, process, and cognitively assess and evaluate narrative and statistical data;
- Familiarity with functional units of the College and how the duties, objectives, and responsibilities of each unit are integral to fulfilling the College’s mission;
- Demonstrated ability to develop and lead organized processes for ensuring accurate and efficient administration of work within the assessment unit and with a variety of internal college departments, multiple school systems, and students;
- Proven ability to work as both a leader and a team player;
- Demonstrated experience in oral and written communication, with the ability to prepare print and web marketing materials and to prepare and deliver presentations on assessment activities. Must have exceptional communication skills with proven interpersonal abilities to maintain inclusive working relationships across divergent and competing stakeholders;
- Demonstrated ability to resolve issues, resulting in mutual respect and tolerance for varying points of view;
- Demonstrated skill in managing a budget and other institutional resources;
- Ability to lead or facilitate detail oriented tasks such as auditing and verifying records;
- Ability to effectively use computer software such as Microsoft Office to create spreadsheets and assessment software for documenting goals, outcomes, and action plans;
- Demonstrated ability to analyze data presented in a variety of formats, use queries to conduct analysis to assess and evaluate trends in student performance; discipline
productivity and performance; and program and functional unit productivity and performance;

- Supervisory experience in an academic setting; and
- A valid driver’s license is required for travel within the service region.

Preferred Qualifications

- Direct experience preparing audit and accreditation reports and visits; and
- Current knowledge of assessment issues at the local, state, and national levels.

This position will report to the Vice President of Instruction and Student Development.

Application Process

Interested persons are required to apply by using the on-line application process through the Virginia state-wide job listing at https://virginiajobs.peopleadmin.com. Applicants are also required to include a cover letter, current resume or CV, and an unofficial copy of college transcripts along with the application submittal. Only complete application documentation will be considered; partial submissions will not be considered. If there are multiple transcripts, combine all transcripts into one file before uploading. Application documents will be received until the position is filled; however an initial review of the applicant pool will occur on October 12, 2015.

Persons with disabilities requiring assistance should contact 276 223 4700.

The individual selected will be subject to a criminal history/sex offender background check and e-verify for employment eligibility as a condition of employment.

Any questions regarding application document submission can be directed to HR@wcc.vccs.edu.