

# Dean, Institutional Research & Effectiveness at Northwest Florida State College

<b>Position:</b>	<b>Dean, Institutional Research &amp; Effectiveness</b>
<b>Department:</b>	<b>Institutional Research &amp; Effectiveness</b>
<b>Hours:</b>	<b>Full-Time</b>
<b>Classification:</b>	<b>Administrative III</b>
<b>Salary:</b>	<b>\$74,471-\$106,388</b>
<b>Location:</b>	<b>Niceville</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Application Deadline:</b>	<b>Review of applications will begin October 10th, 2023. Applications will be accepted until the position is filled</b>



## Qualifications

- Master's degree in research, assessment, analysis, institutional effectiveness/continuous improvement, or related field required with five (5) to ten (10) years of relevant work experience. Doctorate in related field strongly preferred.
- Demonstrated expertise in data collection, data analysis, and reporting skills.
- Proficiency working with management information systems, specifically Banner, is preferred.
- Demonstrated proficiency in operating various computer systems and software, including advanced knowledge of Microsoft Office Suite, statistical analysis packages, and database management software.
- Proficiency with data querying and analysis tools, such as SAS, SPSS, SQL Developer, or R, and Cognos or Argos.
- Work experience in a higher education setting required.
- Proven track record of navigating postsecondary accreditation processes is required. Knowledge of and experience with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Higher Learning Commission (HLC) is highly valued.
- Ability to communicate complex information clearly and concisely, both verbally and in writing. Skilled in responding to inquiries and presenting findings to various audiences.
- Demonstrated ability to manage multiple projects, prioritize tasks, and meet deadlines consistently. Flexible and adaptable in responding to changing needs and requirements. Comfortable working with tight deadlines and managing the workload of a multi-faceted department. Skilled at interfacing effectively with students, employees, and the community, providing excellent customer service and maintaining positive relationships.

## Qualifications - Cont.

- Attention to detail and ability to make appropriate decisions with minimal supervision.

## Duties and Responsibilities

Under direction of the Senior Vice President, the Dean of Institutional Research and Effectiveness leads a range of collegewide functions that include Accreditation, Grants Development, Institutional Research, and Planning and Assessment. This role is critical in ensuring the College's programs, services and activities are meeting the needs of the students and the College community. This position is responsible for (1) collecting, analyzing and, reporting data and conducting a wide variety of research studies; (2) developing and coordinating a systematic and integrated institutional planning process that is aligned with accreditation standards; (3) supporting and assisting with the College's institutional effectiveness efforts that includes continuous improvement plans, student learning outcomes, and program reviews; (4) establishing, assessing, evaluating, and reporting on measures of institutional effectiveness; and (5) overseeing grant development and administration, which includes identifying grant opportunities, preparing proposals, and managing the grant application process. This leadership position requires the ability to work independently in a complex, fast-paced environment with a high level of accuracy, reliability, and collaboration.

- Lead institutional assessment for continuous improvement in support of quality programs and student success; this includes the evaluation of student learning outcome, program reviews, and other student success initiatives; assist in and provide support for faculty and staff training to support these goals.

## Apply Now

Provide a complete application package that includes **all** of the following:

- Letter of interest
- Curriculum vitae or résumé
- At least four references with full contact information including e-mails (References will not be contacted without consent from applicant.)
- Submit application packet (preferably as PDFs) to NWFSC-DeanIR@myersmcrac.com.

NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSC strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.



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## Duties and Responsibilities - Cont.

- Lead the development and implementation of the College's Strategic Plan; work with constituent groups to identify goals and formulate and revise performance metrics; integrate and generate data for use in assessing goal accomplishments; ensure planning processes are evidence-based, integrated, and aligned with accreditation and other planning-related requirements; track and report on annual results.
- Create the College's research agenda by collecting and analyzing internal and external data, performing statistical analyses and data validation, design and administering surveys, and preparing reports with recommendations for College leadership. Conduct educational research studies on enrollment trends, retention rates, transfer rates, success rates, and effectiveness of the institution for student recruitment, retention, and success. Lead college-wide efforts to increase data capacity through training of faculty and staff in assessing and evaluating institutional effectiveness measures. Provide data and analysis for accountability measures and maintain databases related to program effectiveness and student outcomes. Provide data and analysis for workforce and economic development planning and strategies, including gathering census and labor market information.
- Make presentations to internal and external audiences ensuring that data is presented in a clear and concise manner.
- Supervise the preparation of state and federal reporting.
- Provide leadership and administrative oversight to Grant Development overseeing the preparation of community, state, and federal grant applications and awards; explore grant opportunities that align with institutional priorities; provide data and analysis to support resource development and grant applications.
- Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation related to institutional assessment, research, planning and accreditation; maintain functions and procedures to assure compliance with local, state and federal requirements as necessary and appropriate.
- Stay up to date with trends and characteristics of community college education and the College's service area and provide regular updates to the College and administration.
- Lead the College's Institutional Review Board (IRB) to include training, proposal review and approval; maintain College IRB procedures.
- Serve as Institutional Accreditation Liaison for the College, ensuring institutional compliance with accreditation requirements and the incorporation of these requirements into the planning, evaluation, and continuous improvement processes of the institution.



## Duties and Responsibilities - Cont.

- Serve on College committees, such as enrollment management and technology and data governance, to assist in the review and interpretation of information that will lead to enhanced decision-making and represent the College at local, regional, state, national, and professional organizations as appropriate to research, planning and institutional effectiveness.
- Develop, maintain and be accountable for the research and planning budget and other budgets as assigned.
- As a part of the college's risk management tool, annual mandatory compliance training is required.
- Perform related duties as assigned.

## Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- Flexible summer hours available
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

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