

## **JOB DESCRIPTION**

**POSITION TITLE:** Institutional Effectiveness Associate

**GROUP CLASSIFICATION:** Professional Staff

**GENERAL STATEMENT OF DUTIES:** This position offers an exciting opportunity to engage in diverse projects and play a pivotal role in driving the University towards greater success. The Institutional Effectiveness Associate will communicate with various educational agencies, analyze large datasets, and extract meaningful insights for planning and accreditation purposes. The ideal candidate will possess strong analytical skills, a keen attention to detail, and the ability to communicate complex findings in a clear and concise manner.

**SUPERVISION RECEIVED:** Administrative Direction – Reports to the Executive Vice President for Operations and the Vice President for Strategic Services

**SUPERVISION EXERCISED:** As needed for fulfillment of responsibilities.

### **EXPERIENCE AND EDUCATION:**

- Master's degree required - doctorate degree preferred.
- Work experience in college/university administration and/or teaching experience in higher education.
- Knowledge of regional accreditation agency such as SACSCOC preferred.
- Knowledge of institutional software preferred.
- Experience using qualitative and quantitative research methodologies.
- Ability to manage multiple tasks in a collaborative manner.

**WORKING CONDITIONS:** Will include usual office conditions with day, evening, and weekend work as needed to meet University needs. Must provide own transportation to and from work and to other locations as related to work assignments.

**LICENSE OR CERTIFICATION:** None

**PHYSICAL REQUIREMENTS:** No substantial physical activity required

**OCCUPATIONAL GROUP:** Professional Non-Faculty

### **EXAMPLES OF DUTIES:**

- Assist with institutional decision making by gathering data for analysis and reporting;
- Maintain standard reports;
- Create and maintain procedural documentation;
- Gather data for informed decision making and best practices regarding marketing, recruitment, admissions, financial aid, student success and retention;
- Interpret academic standards and policies;
- Assist in assuring compliance with laws and regulations by systematically reviewing University compliance with federally-mandated reporting and disclosure requirements;
- Remain knowledgeable of federal, state, and local laws and regulations affecting higher education;
- Recommend modifications to policies, procedures, and practices in order to remain compliant;

- Provide pertinent information for inclusion in University publications for students, faculty, and staff;
- Update and maintain the University's Strategic Planning Online System (SPOL) or any other strategic assessment tool utilized by the University;
- Commit to upholding ethical standards and integrity in all University related dealings;
- Other duties as assigned.

#### QUALIFICATIONS FOR APPOINTMENT:

- A confessed Christian believing in the principles and beliefs taught in the New Testament of the Bible.
- Knowledge and experience in college administration and instruction.
- Knowledge of state and regional accreditation standards.
- Comprehensive knowledge of the University's policies and regulations, including the University's catalog, academic standards, admission and registration procedures.
- Proficiency in the use of computers and technology.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise critical human relations skills in establishing and maintaining effective working relationships with the University community.
- Ability to be self-directed including organizational skills, initiative, timeliness, and follow-through.
- Ability to work both independently and collaboratively.
- Professionalism in speech, dress, and manner consistent with University standards.
- Ability to accept new challenges and to learn new methodologies in the performance of job responsibilities.

NOTE: The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It is understood that the example of duties do not necessarily include all of the duties to be performed and that they can be modified to meet the changing needs and circumstances of the University.

Send resume, application and list of references to:

Human Resources  
Amberton University  
13601 LBJ Fwy  
Garland, TX 75041

[HResources@Amberton.edu](mailto:HResources@Amberton.edu)