

Job Description

Job Title:	Institutional Effectiveness Analyst
Department:	CBS Houston-Institutional Effectiveness
Job Category/ FLSA Status:	Administrative/Exempt
Accountability:	Vice President of Administration/COO
Authority:	NA

Position Description:

The Institutional Effectiveness Analyst contributes to the development and execution of institutional strategic planning and assessment activities, and projects that support administrative and operational effectiveness. The contributions include institutional reporting of performance metrics, process documentation, modification and development; qualitative and quantitative data analytics and data management. The analyst must be effective in providing consultative and compliance related engagement throughout the institution, including all additional locations beyond the main campus.

Major/Essential Functions:

- Develops and manages data analytics protocols, storage and reporting to support institutional effectiveness.
- Produces key performance monthly, quarterly and annual reporting to support institutional communications, goals and outcomes performance and strategic and operational plans performance.
- Consults with and supports administration in quality improvement programs and processes to include compliance with accrediting agencies standards.
- Produces quantitative and qualitative data to support effective decision-making, and accreditation and regulatory compliance.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Serves as the associate accreditation liaison for the College and contributes to ensuring that the College is compliant with federal, state and accrediting agency policies, standards and regulations.
- Serves as a consultant/liason in matters related to institutional effectiveness.
- Assists in the development, implementation, and monitoring of a planning and institutional effectiveness program and coordinates assessment, planning, and reporting cycles in accordance with state and regional accreditations and quality standards.
- Facilitates development and modification of processes for institutional effectiveness.
- Works collaboratively with administration, faculty and staff in the development, design, and implementation of assessment and program evaluation studies, policies, and procedures.
- Analyzes and interprets institutional and environmental data and performance measurements to aid executive administrators and college staff in planning and decision-making and formulates analytical summaries, findings, and recommendations for action and further study.

- Plans, organizes, and conducts workshops, seminars, and other training development programs to assist faculty, staff, and administrators in conducting and documenting effective and meaningful assessment activities.
- Produces the institutional Fact Book and key performance outcomes reporting.
- Coordinates external reporting for accreditation, governmental and other compliance data reporting.
- Develops and administers dashboards to communicate performance outcomes and assist management in operational decision-making.
- Conducts and facilitates business process assessment, documentation and process improvement.
- Prepares accrediting agencies compliance certification, substantive change, annual reports and other required reporting documents.
- Assists in institutional strategic and operational plans development, monitoring and status reporting.
- Performs related duties as required.

Qualifications:

Required:

- Bachelor's degree in related discipline from an accredited institution and a minimum of two years of related experience in performing qualitative and quantitative data collection, analysis, and reporting, or the equivalent education and experience.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred:

- Master's degree in related discipline from an accredited institution and a minimum of two years of related experience in performing program evaluation, outcomes assessment, institutional effectiveness, or related work in a college environment.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Knowledge of current and innovative practices in planning, assessment, research, and institutional effectiveness in a higher education environment.
- Knowledge of principles and theories of strategic and operational planning.
- Knowledge of business process development and documentation principles and theories.
- Knowledge of accreditation process and reporting requirements.
- Ability to perform qualitative and quantitative data collection, analysis and reporting.
- Ability to assess/evaluate program effectiveness and recommend/plan improvements.
- Ability to conduct research on educational, economic, social, or demographic trends.
- Ability to establish priorities and coordinate multiple projects.
- Ability to present complex information to a variety of audiences.
- Ability to create and conduct institutional effectiveness training.
- Ability to complete projects independently and work cooperatively as part of a team and with clients.
- Ability to maintain confidentiality and security of information.
- Strong written and verbal communication skills.
- Strong critical thinking and problem solving skills.
- Ability to use Microsoft Word, PowerPoint, Outlook, and advanced skills in Excel.
- Proficiency in or ability to learn SAS, SPSS or other statistical software.
- Extreme attention to detail.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Prepare annual, quarterly and monthly reports for internal and external constituents, including accrediting bodies.
- Produces key performance outcomes reporting via dashboard(s) per reporting schedules.
- Publication of annual institutional Fact Book.
- Completion of regulatory data reporting to fulfill compliance requirements.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, employee is required to sit, stand and walk
- Employee is required to talk and listen via face-to-face contact and telephone
- Employee may have to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Normal office environment
- Travel as necessary to attend local and national events, development opportunities and conferences.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.