

## **Job Description**

**Job Title:** Dean, Institutional Effectiveness

**Department:** Institutional Effectiveness

**Job Category/ FLSA Status:** Administrative/Exempt

**Accountability:** VP of Administration and COO

**Authority:** As Assigned

### **Position Description:**

The Director, Institutional Effectiveness is responsible for the management of institutional effectiveness, planning and research, reporting and compliance, institutional policy manual maintenance, development and execution of institutional strategic planning and assessment activities and projects that support administrative and operational effectiveness.

### **Major/Essential Functions:**

- Manages the institutional reporting of performance metrics, process documentation, modification and development; and performs qualitative and quantitative data analytics, data management and the management of institutional effectiveness, planning and research, and accreditation.
- Interfaces with State and Federal education agencies, and works with other associations as appropriate to coordinate the reporting of data, publications, and other required information.
- Creates, presents and obtains approval of strategic and operational plans outlining the methods, rationale and financial implications necessary to achieve major objectives in support of the institutional strategic and operational plans.
- Monitors operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Develops and manages annual departmental program review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- Serves as the associate accreditation liaison for the College's.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

### **Duties and Responsibilities:**

- Coordinates planning and assessment efforts of the College to support accomplishment of its mission and strategic and operational goals.
- Serves as administrator of a system to evaluate and measure key performance of the College and provide accurate, timely and valued information to the leadership and management;
- Oversees and supports quality institutional research and assessment.
- Provides consultation to develop goals and assessment activities.
- Collaborates with the College community to achieve a high performance environment and establish certain standards of service excellence.
- Provides historical and current data about CBS, its students, programs, personnel, resources to study trends and develop plans.
- Prepares an annual institution-wide assessment report and Fact Book.
- Participates in the design and maintenance of institutional databases to meet the ongoing needs of the college.

- Provides assistance to faculty, academic departments and academic support units in evaluating and documenting the effectiveness of educational programs and activities through assessment design, data collection and analysis of results.
- Manages institutional Policy Manual and coordinates update schedules according to prescribed timeline.
- Ensures that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
- Prepares notifications for accrediting agencies of substantive changes and program developments in accord with the agency substantive change policies.
- Educates 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.
- Consults with institutional staff about the Principles of Accreditation and accreditation policies and processes to ensure compliance.
- Coordinates the preparation of the annual profiles and any other reports requested by the accrediting commissions.
- Assists during the decennial review process and helps prepare for and coordinates reaffirmation and other accrediting visits.
- Maintains documentation of all accreditation material; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.
- Performs related duties as required

**Qualifications:**

Required:

- Master's Degree in a related discipline and 1-2 years of related experience in an institution of higher education or the equivalent.
- 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:

- Doctorate degree in a related discipline including biblical and theological training and 1-2 years of related experience in administrative leadership in an institution of higher education.
- Bilingual in English and Spanish (speak, read, and write)

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

- Ability to effectively communicate with students, administrators and external agencies.
- Skilled at working in a team environment
- Ability to manage multiple projects simultaneously while achieving goals and objectives.
- Ability to review situations, products, services and determine appropriate solutions or course of action.
- Skilled in the assessment and development of education products and services.
- Ability to read, analyze and interpret professional journals, financial reports, legal documents and government regulations.
- Ability to effectively present information to various leadership and management constituencies.
- Ability to define problems, collect data, establish facts and draw valid conclusions and recommendations.
- Ability to work independently as well as interact and work well with others in a team and individual basis.
- Ability to set goals, and prepare and administer plans and programs.
- Organizational and administrative skills to care for vast amounts of detail work.
- Ability to edit and communicate clearly and consistently, both verbally and in writing.

- Proficiency in use Microsoft Word and Excel, Powerpoint, Internet, and email and other data management software applications used in research and analysis, and accreditation administration.

**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.
- Producing key performance outcomes reporting via dashboard(s) per reporting schedules.
- Completion of regulatory data reporting to fulfill compliance requirements.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

**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 and communicate in electronic formats.
- 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 with extended work hours during key periods.
- 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.