

POSITION DESCRIPTION
DIRECTOR, INSTITUTIONAL PLANNING, EFFECTIVENESS, ACCREDITATION, AND
RESEARCH

DEPARTMENT: Academic Services

CLASSIFICATION: Exempt-Full Time

SALARY RANGE: \$60,000-\$70,000 (Depending on qualifications)

FUNCTION: The Director for Institutional Effectiveness, Accreditation and Research (IPEAR), provides leadership and guidance in the areas of institutional research, effectiveness, accountability, accreditation, data reporting, and assessment that includes, but is not limited to institutional, program, and unit/departmental level assessment. Through collaboration and communication with key campus constituents, the Director is responsible for sharing and applying research findings, campus assessment initiatives, analysis and reporting of institutional assessment data, generation of internal and external reports, and monitoring campus accountability and assessment measures. The Director of IPEAR also provides leadership and assistance in the development of the College's strategic plan/annual strategic plan updates, annual assessment plans, reviews of annual assessment/performance indicators, recommendations of budget priorities based on assessment/performance results, preparation for reaffirmation reviews, and the evaluation of campus planning and assessment processes.

The Director of IPEAR assists campus leadership in the identification of issues, analysis of trends, and the understanding of outcomes (i.e., turning data into information for the college community), as well as contributing to the strategic planning, evaluation, and development of institutional policies. Inherent in these responsibilities is the expectation of working collaboratively with key campus administrators to ensure access to accurate data for the timely submission of all required federal and state reports, including, but not limited to IPEDS, other external and accreditation agencies. The 220.73 575.47 Tm0 g0 GJTETQ.0000092 0 612 72 reW*nB/F 0

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a cover letter, resume, and unofficial transcripts must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Director of IPEAR (Institutional Planning, Effectiveness, Accreditation, and Research) ." Official transcripts will be required once the offer is extended. The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.