

UNIVERSITY OF WISCONSIN-SUPERIOR
Director of the Office of Institutional Effectiveness
Position Description

Working Title: Director of the Office of Institutional Effectiveness
Hayes Hill Title/Level: Director, Unspecified, 12-month Limited Appointment, 1.0 FTE
Position Reports To: Chancellor

Position summary: The Director of the Office Institutional Effectiveness (OIE) provides oversight for the coordination, implementation, and evaluation of the integrated planning, assessment and accreditation activities. The Director fosters a culture of evidence and informed decision-making across the institution to meet internal and external reporting needs.

The OIE coordinates and supports institutional strategic planning, coordinates and supports institutional accreditation through the Higher Learning Commission and provides assessment and data support for program-level accreditation; provides support for campus wide enrollment management initiatives, coordinates integrated planning, budgeting, and assessment processes in order to link resources to institutional priorities and needs; provides accurate, timely, and user-friendly information in support of institutional priorities, campus initiatives, and selected special projects; leads the campus in the area of institutional research and assessment; and provides instruction to offices, departments and units for process improvement, integrated budgeting and planning, and assessment; coordinates and assists with academic planning and the academic program review process, including data and assessment support.

Duties and Responsibilities:

- Supervise, monitor, evaluate, train and develop professional staff to achieve Office of Institutional Effectiveness and university goals and objectives
- Provide oversight and coordination for institutional planning, assessment, institutional research, evaluation strategies, trend analysis for environmental scanning, and accreditation processes;
- Ensures that meaningful, appropriate, accurate data and supporting documentation is available to meet the decision-making needs of the university;
- Coordinates and supports institutional strategic planning and scanning, and assists in coordinating the annual assessment, planning, and budgeting process(es) with university leadership and governance;
- Develops and implements a comprehensive system for assessing effectiveness of university programs and services, including surveys, national tests, data reports, secondary data sources, qualitative and quantitative analyses, and research designs in order to make recommendations for institutional improvements;
- Provides assessment and data support for program level accreditation and academic planning to include academic program review and outcomes assessment
- Compiles, analyzes, interprets, and disseminates quantitative data on facets of the university and related educational issues, including areas such as institutional characteristics, enrollments, student retention, student transfer activities, enrollment projections, grades, other student performance indicators and fiscal affairs;
- Works in concert with appropriate constituents to address accreditation issues;
- Conducts special projects/studies to address decision-making needs of the university as assigned.
- Conduct analysis and provide interpretation of institutional data, e.g., enrollment, retention, transfer, alumni, academic assessment and other related data, to support data informed decision making.

- Supervises the creation, administering, and reporting of institutional surveys, evaluations, and assessments.
- Coordinates state, federal and other required reports of the university.
- Facilitates the preparation of specialized reports such as compliance, accreditation, and grant funding agency reports as directed;

Knowledge, Skills and Abilities

- Demonstrated understanding of the functions of institutional planning, research, and assessment in higher education
- Demonstrated experience in successful project management and process improvement
- Demonstrated understanding of team building techniques and consensus management
- Ability to coordinate, supervise and evaluate the activities of staff
- Possess excellent computer skills and familiarity with higher education enterprise Systems (e.g. PeopleSoft) and data analysis software such as SPSS, Excel, Access and/or relational databases
- Ability to plan, organize and effectively present ideas, concepts, recommendations and reports both orally and in writing
- Ability to define, analyze and formulate alternative solutions to complex administrative and budget issues
- Ability to establish and maintain effective working relationships and exercise a high-degree of diplomacy, discretion and collaboration in dealing with constituencies at all levels
- Ability to establish collaborative relationships, utilize reasoned judgment in complex, sensitive situations, and willingness to contribute in varied capacities to meet the team's goals Ability to provide leadership to change efforts, with a recognized commitment to advancing excellence and implementing improvement
- Demonstrated effective project management skills that includes attention to detail while achieving results
- Two years of progressive experience in conducting quantitative and qualitative data analysis
- Demonstrated commitment to diversity and inclusivity as critical components of organizational success

Minimum Qualifications:

- Masters degree in business, public or higher education administration, or similar field

Preferred Education, Skills and Abilities

- An earned doctorate