Vacancy Announcement

Director of Institutional Effectiveness

Cascadia is currently seeking a dynamic, collaborative individual for the position of Director of Institutional Effectiveness. Cascadia College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia’s employees enjoy annual paid vacation (accrual based), summer work schedules with a 3-day weekend, a retirement package, tuition waivers, and other excellent benefits.

The successful applicant will have the following qualifications:

Minimum Qualifications

- Bachelor’s Degree in one of the social sciences, statistics, business, informatics, management information systems or a related field
- Knowledge of the creation, management, and analysis of large-scale data bases
- Documented oral and written communication skills
- Two years progressive responsibility in institutional research or assessment or informatics
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

Preferred Qualifications

- A Master’s Degree and direct experience with educational assessment and/or accreditation in a higher education context
- Experience with the State of Washington’s SBCTC data bases
- Experience as a project manager
- Experience with SQL queries and report creation in the process of creating data dashboards.
- Experience in collaboration with community college faculty and staff
- Experience in analyzing longitudinal data sets and building predictive models

The anticipated start date for this position is May 2015. This position may require occasional weekend and evening responsibilities.

Applicants must submit the following for a complete application:

- Cascadia College application form [please click the link]
- Cover letter (no more than two pages that explain how the candidate’s experiences and qualifications demonstrate the minimum, preferred qualifications and characteristics of the job description)
- Resume
- Federal & State Reporting Form (optional)

For priority consideration, complete application packets must be received by the priority date of Monday, April 13, 2015 by 10am.

Application submissions should be sent to applicant@cascadia.edu; please type in the subject line of the email “Director IE” Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia College. For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College's website (www.cascadia.edu/employment).

Cascadia College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
Position Summary:

The Director of Institutional Research and Assessment reports to the Vice President for Student Learning & Success and is responsible for integrating data gathering and analysis to support data-driven planning and decision-making across all areas of the college. The Director coordinates the reporting of student and administrative information across the college; regularly publishes facts and figures about the college; produces reports containing a variety of data appropriate for various audiences; assists administrators and faculty in the assessment of institutional effectiveness and student outcomes; and assists in the development of grant activities.

**Essential Duties and Responsibilities**

**Management and Analysis of Institutional Data**

*Weekly 40%*

- Collects, analyzes, and interprets data for institutional assessment, decision making, and planning purposes, including strategic planning, accreditation, institutional effectiveness, marketing, strategic enrollment management, staffing, curriculum development, and grants and contracts;
- Actively participates in the analysis and assessment of college performance against key performance indicators and makes appropriate recommendations;
- Manages and maintains the college’s Data Warehouse to provide information and preserve data integrity;
- Manages department budget.

**Communication of Research Findings**

*Weekly 30%*

- Communicates college data in a variety of print and digital formats
- Coordinates accurate and timely submission of data and information to address the reporting requirements of federal, regional, and state agencies and organizations; serves as the chief liaison with these external organizations; analyzes data received from these organizations and presents implications of comparative findings to the college’s administration;

**Collaboration**

*Weekly 20%*

- Provides advice and assistance to college employees involved in data collection and reporting, assessment planning, grant preparation and reporting, and the development of research and surveys;
- Coordinates an integrated college assessment plan that aligns with achievement of college goals and continuous improvement;
- Coordinates the development/selection, administration, and analysis of college surveys and research projects consistent with the college’s Institutional Effectiveness Plan and college policies and procedures;
Data Collection Weekly 10%

- Performs internal and external environmental scanning, projects future trends and needs, and produces reports on the status of the institution;
- Selects, adapts, and applies appropriate quantitative and qualitative research design and statistical tools and techniques to areas of study
- Performs other duties as assigned.

Education and Experience:

Minimum Qualifications:

- Bachelor’s Degree in one of the social sciences, statistics, business, informatics, management information systems or a related field
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Preferred Qualifications:

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Required Knowledge, Skills and Abilities:

Knowledge of:

- Access, SQL design, management and analysis, and Excel with Power Pivot
- Research and assessment methods, tests, and measurements;
- Statistical techniques and analysis;
- Oral and written communication to a range of audiences
- Project management principles;
- Customer service principles.

Skill in:

- Developing, accessing, and analyzing large complex data bases
- Managing projects;
- Coordinating the institutional research and data analysis needs of various areas across the college;
- Summarizing and explaining quantitative data to diverse audiences;
- Analyzing and evaluating programs and services, operational needs, and fiscal constraints;
- Working with diverse groups and communicating and interacting effectively with coworkers, supervisor, the general public, and external agencies.

Ability to:

- Utilize research and assessment methods, tests, and measurements;
- Support operational decisions by managing information resources and ensuring the integrity and integration of reporting systems and databases;
- Identify and explain significant trends through the use of data;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of identified goals;
- Work effectively and diplomatically with constituent groups;
- Advance life-long learning and support a learner-centered and learning-centered environment.
Physical Work Environment:

Position in this class typically require: operating a computer, communicating, observing and repetitive motions.

Semi-Sedentary Work: Involves staying in a stationery position to a significant degree. Jobs are sedentary if moving is required only occasionally and all other sedentary criteria are met. Work is performed at the Cascadia College campus and in a variety of local settings.

Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to transport, put, install, remove, or otherwise move objects, including the human body.

Condition of Employment:

Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

NOTE:

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.