POSITION TITLE: Director of Assessment and Institutional Research  
DEPARTMENT: Administrative  
REPORTS TO: President  
WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m.  
STATUS: Exempt  
LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver’s License, current insurance and be insurable through Leech Lake Band of Ojibwe.

SUMMARY:  
The primary responsibilities of the Director of Assessment and Institutional Advancement is to develop and coordinate the College assessment plan, conduct institutional research for the College support the continuous evaluation and improvement of faculty assessment of student learning, and help provide leadership in institutional accreditation efforts through the Higher Learning Commission. The Office of Assessment and Institutional Research collects, analyzes, and disseminates internal and external institutional data to support policy analysis, strategic planning, decision-making, and academic and non-academic program development and evaluation. Directly responsible to promote campus-wide self-regulation and continuous improvement by engaging in systematic assessment/evaluation practice and facilitating program/service review. Develops and maintains the institution's electronic data repository. Position is the primary liaison between the College and the College’s accreditation agency, the Higher Learning Commission.

EDUCATION:  
Master’s degree in related discipline required. A doctorate preferred in an appropriate academic discipline with an emphasis on quality, program productivity and evaluation of institutional programs and initiatives. 3-5 years of relevant experience in an institutional research and/or institutional assessment at a post-secondary institution. Prior knowledge of accreditation reviews strongly preferred.

ADDITIONAL QUALIFICATIONS AND SKILLS:  
Understanding knowledge of and commitment to the mission, vision and goals of LLTC and ability to clearly articulate those to the Higher Learning Commission.  
Experience working with the Ojibwe community.  
Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.  
Excellent verbal and written communications skills.  
Excellent interpersonal skills and a self-starter.  
Excellent organizational, planning, and prioritizing skills.  
Ability to maintain confidentially of records and information.  
Ability to interpret; adapt; and apply guidelines and procedures.  
Ability to develop and maintain recordkeeping systems and procedures.  
Ability to work effectively as a team member of LLTC.  
Ability to pass pre-employment drug test and criminal background checks.  
Native American Preference.
DUTIES/RESPONSIBILITIES:

1. Design, develop, and implement statistical research methodologies in collection, analysis, interpretation, and dissemination of institutional data to support strategic planning, assessment, and decision making at the College.

2. Support accreditation efforts in documenting student achievement and continuous academic program improvement.

3. Represent LLTC as the Accreditation Liaison Officer (ALO) with our accrediting agency, the Higher Learning Commission.

4. Coordinate, compile, analyze, interpret, and report an extensive range of quantitative data on all facets of the college and related educational issues, including areas such as institutional characteristics, enrollments, student retention and transfer activities, educational forecasts (e.g., enrollment projections), final grades, and other student performance indicators, fiscal affairs, and student matters.

5. Assist staff and faculty members with the design and implementation of assessment projects.

6. Assist the college/departments to design/select and administer reliable assessment measures.

7. Perform internal and external consultation on institutional assessment and research.

8. Responsible for the design, coordination, implementation, and analysis of a comprehensive program of assessment and evaluation activities at the College.

9. Provide general support to the College’s assessment program through direct support of the academic and administrative units. Consult with academic units in developing, measuring, and analyzing learning outcomes and administrative units.

10. Coordinate the reviews of academic programs, including working with the affected departments/programs, arranging for external evaluators, chairing the panels, writing the reports, and doing the follow-up required to ascertain changes made as a result of the process.

11. Assist with the College’s plan for academic assessment, determine a common timetable for assessment stages, and advise all academic assessment activities by aiding with the selection of assessable criteria and the selection or development of appropriate instruments.

12. Provide for the assessment education of faculty and staff by arranging conferences, workshops, etc., and maintaining a library of assessment methodology, ideas, and materials and build and maintain a pool of current resources and information about national assessment issues by attending appropriate conferences and procuring relevant publications.

13. Collaborate with the Administrative Team on the institution-wide academic assessment program.

14. Direct/assist with the planning and implementation of academic assessment goals and objectives.

15. Support computer-related functions related to assessment and accountability documentation.

16. Assist with the maintenance of a comprehensive institutional assessment database and report on College assessment activities as requested or as appropriate.

17. Conducts research in support of the strategic planning by utilizing the qualitative and quantitative research methodologies and use the results to improve the quality of education at LLTC.

18. Perform continuous internal and external environmental scanning for the purposes of supporting institutional research and effectiveness.

19. Identify problem areas, such as admission patterns, fiscal and management analysis, and sources of financial support in order to develop research procedures.

20. Assist in creating a "culture of research and evidence" among faculty which documents student learning, and contributes to excellence in teaching and effective learning.
21. Work with the Registrar on the development of reports to ensure the university and its programs satisfy the requirements established by the federal, state, and the regional accreditation, as well as various types of specialized professional accreditation agencies.
22. Assist with reports for proposals, grants, and fundraising purposes.
23. Assure compliance with mandatory data reporting and maintain data verification and quality control procedures.
24. Work closely with senior administrators, in particular in the processes involving resource allocations, enrollment management, and system data requirements.
25. Design data collection instruments and assist with conducting surveys to assess both college-wide and departmental goals and objectives.
26. Recommend policies and procedures to improve the College's institutional effectiveness program and perform other duties as may be required.

Other duties as assigned

**PHYSICAL REQUIREMENTS:**
Ability to lift 30 pounds or more and use proper body mechanics
Be able to sit or stand for long periods of time
Subject to internal working conditions.
Non-smoking environment.

*I understand the position description for the Director of Assessment and Institutional Research position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this position description is not a contract and does not guarantee employment for any specific period or amount of time. This position description will be revised periodically or as needed.*

*Position Description created/revised: 09-10-18.*

Employee Signature: ___________________________________________ Date___________

Supervisor Signature: ___________________________________________ Date___________

Human Resources Signature: ______________________________________ Date___________

President Signature: ____________________________________________ Date___________