**JOB DESCRIPTION**

**POSITION TITLE:** Director

**DEPARTMENT:** Institutional Effectiveness and Assessment

**REPORTS TO:** Vice President for Mission

**CLASSIFICATION:** Exempt

**POSITION PURPOSE:**

To aid St. Olaf decision-makers in evidence-based planning, decision-making, and public accountability by providing appropriate institutional and national benchmarking data.

**ESSENTIAL JOB FUNCTIONS:**

1. Interpret, evaluate, and disseminate institutional and comparative data and information resources – 25% of time

* Provide institutional and comparison benchmarking information to St. Olaf leadership in support of institutional planning; develop means of assessing progress towards institutional goals; and, when appropriate, recommend actions based on institutional findings.
* Communicate institutional data, reports, and information via the Institutional & Assessment Effectiveness (IE&A) website, as well as through presentations and other electronic and/or written media.
* Submit responses to external and internal requests for college data.

1. Analyze and summarize institutional and comparative data and information resources – 25% of time

* Analyze, summarize, and prepare reports on campus-wide surveys, selected archival institutional data, and appropriate comparative national/peer group data, including collaboration with appropriate staff on analysis and use of relevant data.

1. Collect and query institutional and comparative data and information resources – 20% of time

* Research, query, and prepare data from external and internal sources and databases, in response to external and internal requests for information. This includes querying identifiable student, employee, and alumni data in a highly confidential manner in order to carry out legitimate educational and institutional interests.
* Supervise the management of IE&A-administered surveys and other selected institutional data collections.

1. Collaborate with other employees, teams, and offices that are engaged in using data to improve institutional effectiveness – 15% of time

* Provide consultation and assistance on effective data collection and analysis, and use and interpretation of institutional information, to St. Olaf employees, teams, and offices engaged in evaluation, survey research and other forms of inquiry in support of institutional effectiveness.
* Coordinate with all offices that generate external reports or otherwise use institutional data.
* Work with Information Technology staff and campus information managers to develop and maintain policies and practices to ensure data integrity, facilitate the integration of information systems that serve campus-wide analytic and reporting needs, and provide appropriate access to institutional information.
* Serve on the Institutional Review Board (IRB) and manage the work of the IRB as co-administrator.
* Serve on the institutional Higher Learning Commission (HLC) reaffirmation of accreditation team.

1. Oversee student reviews of teaching and course evaluations – 10% of time

* Oversee the administration and preparation of reports for student reviews of teaching for faculty reappointment, tenure, promotion, and special appointment review, and provide information and resources to assist with these and other aspects of faculty reviews.
* Provide technical support for the administration of course evaluation questionnaires.

1. Supervisory Responsibilities - 3% of time

* Hire, train, and supervise IE&A staff
* Collaborate with the Director of the *To Include is To Excel* Mellon Foundation grant to supervise the Administrative Assistant (AA) to that grant, through May 2021 (also the AA to IE&A).
* Provide work direction to student research assistants as needed.

1. General Office Responsibilities - 2% of time

* Oversee and coordinate the activities of the IE&A office.
* Lead/attend staff meetings.
* Prepare/monitor budgets.
* Approve credit card statements and expenditures.

**REQUIRED QUALIFICATIONS:**

**Education:** Master’s degree

**Experience:** 7+ years of experience in management information systems and institutional/educational research in a higher education environment; experience in organizing complex tasks and in working with minimal supervision

**PREFERRED QUALIFICATIONS:**

**Education**: Doctoral degree, with emphasis on policy, management information systems or institutional research

**Experience**: Knowledge of St. Olaf College or similar liberal arts institution

**KNOWLEDGE, SKILLS, ABILITIES:**

* Ability and commitment to represent and advance the mission, vision, and values of St. Olaf College
* Skill in administrative functions supporting the development, implementation, and continuation of innovative programs and projects
* Ability to develop, articulate, and engage others in a strategic vision
* Skill in collaborating effectively across multiple units of an organization, and across organizations, to promote broad program integration
* Ability to communicate with multiple audiences and represent the office and the institution effectively in a clear and compelling way through both oral and written communication
* Ability to organize and prioritize multiple projects, programs and relationships in various stages of development
* Ability to exercise flexibility and sound judgment in confronting new problems or ambiguous circumstances
* Ability to promote student learning and professional development in a higher education setting
* Ability to maintain confidentiality
* Ability to train and supervise others
* Ability to establish and maintain strategic relationships with college faculty and staff, students, professional colleagues outside St. Olaf and the general public
* Ability to clearly summarize quantitative issues for audiences with varied levels of numerical literacy
* Ability to organize raw data for public presentation in various forms (data visualization, tables, words) appropriate for various audiences
* Knowledge of research design and analysis sufficient to oversee development of surveys and to prepare analyses for diverse audiences
* Ability to work at an intermediate to advanced skill level in standard computing systems (word processing, spreadsheets, relational databases), in web page design, and in transformations among these several systems
* Ability and willingness to support, respect and commit to embracing the diverse backgrounds, values and points of view to build a strong and inclusive community including faculty, staff, students and constituents

**WORK SCHEDULE:**

FTE: 1.0

Term: Year-round

Shift: Monday - Friday, 8:00 a.m. – 5:00 p.m.; occasional evening, early morning and/or weekend hours required; travel up to 5% of work schedule, which includes local (Twin Cities metro area) and national travel; overnights average 1-2 trips per year

**PREREQUISITES:**

Employment in this position is conditioned upon successful completion of a background check which may include: criminal background checks, reference checks, verification of work history, verification of any required academic credentials, licenses, and/or certifications, a motor vehicle check, verification of DOT certification, a credit check, employment eligibility verification, and/or a pre-employment physical. Whether a background check is deemed successfully completed will be at the sole discretion of St. Olaf College. Please note, St. Olaf College reserves the right to conduct periodic background checks at its sole discretion.

**DISCLAIMER:**

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.

**APPROVAL:** Jo Beld, Vice President for Mission

**DATE:** November 2019

**Physical and Environmental Factors**  
(Indicate frequency required in a typical 8 hour day for this position.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Physical Activity** | **Not Applicable** | **Rarely (<½ hr)** | **Occasionally (½ - 2½ hrs)** | **Frequently ( 2½ - 5½ hrs)** | **Continually (5½ - 8 hrs)** |
| Sitting |  |  |  |  |  |
| Standing stationary |  |  |  |  |  |
| Walking/traversing |  |  |  |  |  |
| Crouching (bending at knees) |  |  |  |  |  |
| Kneeling/crawling |  |  |  |  |  |
| Stooping (bending at waist) |  |  |  |  |  |
| Twisting/pivoting |  |  |  |  |  |
| Climbing/balancing |  |  |  |  |  |
| Reaching overhead |  |  |  |  |  |
| Grasping/handling |  |  |  |  |  |
| Pushing/pulling |  |  |  |  |  |
| Lifting/carrying (< 20 lbs.) |  |  |  |  |  |
| Lifting/carrying (<50 lbs.) |  |  |  |  |  |
| Repetitive motions (constant for 15+ mins; typing, etc.) |  |  |  |  |  |
| Driving |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Sensory Activity** | **Not Applicable** | **Rarely (<½ hr)** | **Occasionally (½ - 2½ hrs)** | **Frequently ( 2½ - 5½ hrs)** | **Continually (5½ - 8 hrs)** |
| Talking in person/on phone |  |  |  |  |  |
| Hearing in person/on phone |  |  |  |  |  |
| Vision for close work |  |  |  |  |  |
| Vision for distance or depth |  |  |  |  |  |
| Distinguishing color |  |  |  |  |  |
| Feeling by touch |  |  |  |  |  |
| Loud noise (need raised voice to be heard) |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Environmental Exposures** | **Not Applicable** | **Rarely (<½ hr)** | **Occasionally (½ - 2½ hrs)** | **Frequently ( 2½ - 5½ hrs)** | **Continually (5½ - 8 hrs)** |
| Respiratory (dust/gas/fumes/steam/odors/  poor ventilation) |  |  |  |  |  |
| Chemicals (includes solvents and oils) |  |  |  |  |  |
| Vibrations (exposure to oscillating movements of extremities or whole body) |  |  |  |  |  |
| Wet or humid conditions (indoor) |  |  |  |  |  |
| Extreme cold (below 32 degrees) |  |  |  |  |  |
| Extreme heat (above 100 degrees) |  |  |  |  |  |
| Proximity hazards (moving mechanical  parts, moving vehicles, electrical current, etc.) |  |  |  |  |  |
| Heights or cramped quarters |  |  |  |  |  |
| Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator) |  |  |  |  |  |
| Other |  |  |  |  |  |

**Travel**: % of time **Operate Hand Tools**:  Yes  No **Operate Equipment/Machinery**:  Yes  No

**Required Dress Attire**:  Business Casual  Business Formal  Uniform  Other 

**Comments**: 