



Vacancy Announcement

Institutional Effectiveness Coordinator

The Institutional Effectiveness Coordinator has responsibility for the implementation and management of the Quality Enhancement Plan along with assessment planning and updates as part of Virginia Union University's reaffirmation of its SACSCOC accreditation. The Institutional Effectiveness Coordinator reports directly to the Senior Vice President/Provost Academic Affairs.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide general oversight of the QEP implementation
- Ensure QEP implementation is sustained through continuous input and participation from students, faculty, staff, and administration
- Lead and coordinate QEP-related assessments at the academic department and broader university levels
- Ensures QEP remains in compliance with SACSCOC requirements
- Manage and coordinate the assessment process to include program and student learning objectives
- Compile data collection and analysis
- Provide regular reports (quantitative and qualitative), feedback and recommendations to university community, and academic departments
- Manage the QEP budget
- Plan, initiate, and execute the delivery of professional development for academic departments
- Prepare and present annual QEP status reports for the QEP Steering Committee, university leadership, and other relevant constituencies

- Develop and execute QEP marketing and faculty outreach in partnership with university offices (e.g., Marketing)
- Assist with the preparation of reports to SACSCOC
- Serve as a liaison between faculty, staff and all QEP activities
- Chair the QEP Steering Committee
- Provide leadership and coordination for institutional effectiveness activities
- Analyze and disseminate information about the University in support of institutional planning and reporting

MINIMUM QUALIFICATIONS:

- Master's degree in Higher education leadership, educational research and Evaluation or related field
- Experience teaching at the college/university level
- Experience coordinating or managing projects or institutional endeavors
- Strong written and oral communication
- Minimum of three years' supervisory experience

PREFERRED SKILLS AND EXPERIENCE:

- Knowledge of SACSCOC requirements
- QEP and assessment experience
- Demonstrated evidence of using qualitative and quantitative evaluation methods
- Demonstrated ability to of working collaboratively toward a common goal
- Possess strong team building skills and demonstrate ability to motivate and empower direct and indirect reports to achieve goals

- Demonstrated success focusing faculty and staff toward student learning
- Experience fostering and sustaining campus-wide partnerships to achieve goals

SALARY: Commensurate with experience

APPLICATIONS DEADLINE:

Review of candidate materials will begin immediately. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

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