



Job Description

Job Title: Director, Institutional Effectiveness, Accreditation, Data Management, and Research (Accreditation Liaison)

Department: Institutional Effectiveness - 270

Job Category/ FLSA Status: Administrative/Exempt

Accountability: Provost, Academic Dean

Authority: As Assigned

Position Description:

Responsible for the management of institutional effectiveness, planning and research, accreditation, grant implementation and grant evaluation, development and execution of institutional strategic planning and assessment activities and projects that support administrative and operational effectiveness; serving as an institutional contact with SACSCOC and ABHE, and working with other associations as appropriate, coordinating the reporting of data to government agencies, foundations, publications, and other organizations; institutional reporting of performance metrics, process documentation, modification and development; and perform qualitative and quantitative data analytics, data management and the management of institutional effectiveness, planning and research, and accreditation.

Major/Essential Functions:

- Develop and monitor performance of the leadership team, including regular coaching and mentoring, periodic performance reviews, and establishment of individual and functional goals and objectives.
- Serve as the grant manager/coordinator for the Title III Part A, Strengthening Institutions Program (SIP) grant and be prepared to assist with data collection and reporting for any other grants CBS receives.
- Oversee the compiling, analyzing, and submitting accurate institutional data to fulfill federal and state compliance mandates. This includes preparing required data sets for federal reporting (IPEDS, Gainful Employment under the Transparency Act), state



reporting, accreditation bodies, NC-SARA, and the Student Tuition and Transparency System (STATS).

- Create, present, and obtain approval for strategic and operational plans that outline the methods, rationale, and financial implications necessary to achieve major objectives in support of the institutional strategic and operational plans.
- Monitor operational activities and grants to meet goals, uphold ethics and guidelines, and ensure compliance with state and federal regulations and accreditation standards.
- Develop and manage annual departmental program review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- Serve as Accreditation Liaison for institution.

Duties and Responsibilities

Institutional Effectiveness, Planning and Research:

- Coordinate planning and assessment efforts of the College to support the accomplishment of its mission and strategic and operational goals.
- Manage a system to evaluate and measure key performance of the College and provide accurate, timely, and valued information to the leadership and management;
- Oversee and support quality institutional research and assessment.
- Provide consultation to develop goals and assessment activities.
- Collaborate with the College community to achieve a high-performance environment and establish certain standards of service excellence.
- Provide historical and current data about CBS, its students, programs, personnel, and resources to study trends and develop plans.
- Prepare an annual institution-wide assessment report and Fact Book.
- Participate in the design and maintenance of institutional databases to meet the ongoing needs of the college.
- Provide assistance to leadership, faculty, academic departments, and academic support units in evaluating and documenting the effectiveness of educational programs, performance on federal and private grants, and other activities through assessment design, data collection, and analysis of results.

Accreditation Liaison Responsibilities:

- Liaises between accreditors and institutional stakeholders, ensuring the flow of information from the institution to accreditors regarding substantive changes and other



institutional activities, and from accreditors to the institution regarding regulatory changes and other accrediting activities.

- Ensures that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
- Notifies accrediting agencies of substantive changes and program developments in accord with the agency substantive change policies.
- Educate faculty, staff, and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised.
- Coordinate the preparation of the annual profiles and any other reports requested by the accrediting commissions.
- Maintain documentation of all accreditation material; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices.

Other:

- Perform related duties as required

Qualifications:

Required:

- Master's Degree in a related discipline and 5 to 10 years of related experience including administrative leadership in an institution of higher education.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation.
- Experience with IPEDS and other federal/state reporting systems.
- Ability to read, analyze, and interpret professional journals, financial reports, legal documents, and government regulations.
- Ability to effectively present information to various leadership and management constituencies.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and recommendations.



- Ability to work independently as well as interact and work well with others on a team and individual basis.
- Ability to set goals, prepare and administer plans and programs.
- Organizational and administrative skills to care for vast amounts of detail work.
- Ability to edit and communicate clearly and consistently, both verbally and in writing.
- Proficiency in the use of Microsoft Word and Excel, PowerPoint, Internet, email, and other data management software applications used in research and analysis.

Preferred:

- Doctorate degree in a related discipline including biblical and theological training and 10 years of related experience in administrative leadership in an institution of higher education.
- Experience working with federal grants like the Title III Part A, Strengthening Institutions Program (SIP) grant
- Experience working with NC-SARA
- Experience serving as the accreditation liaison for an institution.
- Bilingual in English and Spanish (speak, read, and write)
- Experience with Populi SIS.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.),

- Ability to effectively communicate with students, administrators and external agencies.
- Skilled at working in a team environment
- Ability to manage multiple projects simultaneously while achieving goals and objectives.
- Ability to review situations, products, services and determine appropriate solutions or course of action.
- Skilled in the assessment and development of education products and services.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Prepare annual, quarterly, and monthly reports for internal and external constituents, including accrediting bodies, the federal government, accreditation agencies, NC-SARA.
- Producing key performance outcomes reporting via dashboard(s) per reporting schedules.
- Publication of the annual institutional Fact Book.
- Completion of regulatory data reporting to fulfill compliance requirements.



Mobility/Physical Demands:

- While performing duties of this job, the employee is required to sit, stand, and walk.
- Employee is required to talk and listen via face-to-face contact and telephone and communicate in electronic formats.
- Employees may have to lift and/or move up to 10 pounds.
- Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.)
- Normal office environment
- Travel as necessary to attend local and national events, development opportunities, and conferences.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not constitute a contract of employment and is subject to change at CBS's discretion.