



BENNETT COLLEGE

Job Posting

Title: Director of Planning, Assessment, and Effectiveness

Date of Posting: 03/23/16

Closing Date: Until Filled

Job Code: 16-0323BPD

Department: Institutional Effectiveness

Reports To: Provost and VP of Academic Affairs

GENERAL SUMMARY:

The Director of Planning Assessment and Effectiveness is primarily responsible for preparing the College for reaffirmation of institutional and specialized accreditation, monitoring the assessment processes, maintaining the accountability management system (AMS), supporting the institutional research function, and assisting with survey and rubric development and administration.

The Director of Planning Assessment and Effectiveness provides leadership to, and participates in, the development, implementation and evaluation of academic programs. Furthermore, the Director of Planning Assessment and Effectiveness is expected to participate in the grant writing process and supervise subordinate staff.

ESSENTIAL JOB FUNCTIONS:

- Works with the Provost in designing and executing a plan for maintaining the accredited status of the College
- Coordinates the development of the College's program goals, objectives, policies, procedures and standards for quality assurance, according to the mission of the College
- Works with other Institutional Effectiveness staff members to maintain the College's AMS
- Assists faculty with course mapping and assessment plans

- Keeps the College informed of best practices related to assessment and institutional effectiveness
- Works to ensure that surveys and rubrics meet standards for reliability and validity.
- Supports the Director of Institutional Research and Testing in the preparation of reports and surveys, as needed
- Analyzes and assesses the effectiveness of existing programs and gives feedback for improvement in keeping with operational cycles
- Ensures adherence to institutional planning and evaluation/assessment cycles
- Maintains knowledge of current trends and developments in the field by reading appropriate books, journal articles and other material and by attending related seminars and conferences
- Applies pertinent new knowledge to the performance of responsibilities
- Participates in the grant writing process and submits proposals
- Displays a high level of effort and commitment to performing work
- Operates effectively within the organizational structure
- Demonstrates trustworthiness and responsible behavior
- Carries out other duties, as may be assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Accreditation requirements as documented in the SACSCOC published The Principles of Accreditation: Foundations for Quality Enhancement
- Assessment and evaluation concepts, methods and models
- Principles and theories of strategic and operational planning
- Microsoft Office (Excel, Word and PowerPoint)
- Current and innovative practices in assessment
- Current practices in higher education program development
- Learning and instructional theories and applications
- Budget development and administration

Ability to:

- Engage in long-range planning and design relative to institutional effectiveness, institutional research, and assessment
- Promote educational innovation and improvement

- Supervise assigned staff
- Organize, prioritize, and coordinate his/her work and the work of others
- Work productively as a team member in the course of performing assigned duties
- Communicate effectively orally and in writing

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Master's Degree in administration, statistics, research and measurement, educational leadership or a closely related field
- Three (3) years' experience in planning and/or research.

Preferred Qualifications:

- Experience working in Institutional Effectiveness or Institutional Research.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, application for employment (found at www.bennett.edu), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 16-0323BPD**

Please submit unofficial transcripts from every college and university attended. Official transcripts are required if an offer of employment is made.

Application packets will be forwarded to the hiring manager once all requested documents are received.

You can send your information one of two ways:

Mail to: Human Resources, Bennett College, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.