

Director of Institutional Research & Assessment
Alcorn State University

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Posted Feb. 5, 2024, set to expire Jun. 4, 2024

Job Title	Director of Institutional Research & Assessment
Department	Institutional Research and Assessment
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Feb. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement
Job Website	https://jobopps.alcorn.edu/postings/6932

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Job Description

Job Summary

The Director of Institutional Research and Assessment is responsible for developing and maintaining a centralized, comprehensive, institution-wide database and for providing assistance in conducting ongoing assessment of the effectiveness of the institution related to SACSCOC and other accrediting bodies that supports institutional objectives and decision-making.

The Director will gather, synthesize, and interpret data and information and prepare reports for internal and external uses. Central to the duties of the Director of Institutional Research and Assessment is that of assuring the integrity of data used in strategic planning, accreditation activities, policy formulation, and administrative decision making.

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Knowledge Skills and Abilities

- Strong working knowledge on MS Office, Web technologies, data retrieval procedures and effective assessment methodologies.
- Strong communication and interpersonal and computer skills are required.
- Experience in the utilization of micro and mainframe computers in administrative and research applications, research design, statistical analysis, systems design, and database management.
- Facilitates the academic program review process.
- Support institutional strategic planning

Essential Job Functions

- Provide feedback to the administration on institutional strengths and weaknesses as revealed by the assessment process via reports and briefing.
- Recommend policies and/or procedures when applicable which will improve institutional effectiveness and/or institutional assessment.
- Assist in identifying data required for effective institutional planning for assessing achievement when necessary and/or requested.
- Coordinate and assist in gathering , assessing and synthesizing data and information required for decision-making when necessary and/or as required.
- Cooperate and collaborate with other individuals , department/units of the university in carrying out their duties and responsibilities relative to assessment and providing external entities with information/data
- Other related duties, as assigned

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Qualifications

Master's degree from an accredited institution is required. Doctoral degree is preferred.

Three (3) years of experience related to above-described duties

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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