Position: Director of Institutional Effectiveness and Research

Location: Montreat, North Carolina

Start Date: Negotiable

Summary: Montreat College seeks a qualified candidate to serve as Director of Institutional Effectiveness and Research. This full-time position is key to assessing, tracking, and reporting key performance indicators for the campus.

Duties and Responsibilities: This person collects, maintains, distributes and interprets institutional data for planning, assessment, accreditation, and decision making. Facilitates access to information maintained in the college’s databases to support college operations and monitor key performance indicators, ensuring the integrity of data/information released in reports or studies, and providing data analysis, reporting, or research as needed to support institutional objectives.

In addition, this person:

- serves as liaison and provides necessary support for the college’s organizational effectiveness, planning, accreditation, evaluation, and program assessment activities.
- serves as liaison from the college to various authorities for data reporting, research studies, or surveys.
- develops and implements processes for collecting, linking, and analyzing data.
- monitors the overall integrity of data, taking appropriate steps to correct data discrepancies when noted.
- works with areas of the college responsible for data input to improve processes for collecting and inputting accurate data into the data systems.
- develops, administers, analyzes, and reports on surveys.
- assists in the preparation, follow-up, and reports for the college’s accreditation and grant funding.
• provides support and training in continuous quality improvement methods and the use and analysis of data.
• additional responsibility in accreditation possible for a candidate with higher education accreditation experience and interest.
• Performs other related tasks as assigned.

Qualifications:
The successful candidate will:

• demonstrate support for Christian liberal arts education, with a professional and personal commitment to the mission, vision, and values of Montreat College. That commitment includes agreement with the published Statement of Faith found here: http://www.montreat.edu/about-us/faith-statement/.

• hold a minimum of a master’s degree.

• have at least three years of related experience, and appropriate training in assessment and institutional research.

• have knowledge of research methods and ability to conduct meaningful statistical analyses and generate reports from databases.

• be experienced in using database software and statistical software

• have knowledge of relational database design and management, and in particular, with a higher education administrative information systems.

Experience in higher education accreditation is an asset.

Supervision:

Vice President for Academic Affairs

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled.

Candidates are requested to send the following materials:
1) Letter of Application

2) Curriculum Vitae

3) Transcripts of Undergraduate and Graduate Work

4) Statement of Faith

5) Statement of Philosophy of Christian Higher Education

6) List of Three References with Contact Information

Send materials by email to:
Dr. Gregory Kerr
Vice President for Academic Affairs
Montreat College
C/o Communication Search Committee
jclements14@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Additional locations in Asheville, Charlotte, and other cities supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.