TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Director of Institutional Effectiveness, Assessment & Accreditation

Position Title: **Director of Institutional Effectiveness, Assessment & Accreditation**
Contract Term: **12-month position**
Accountable To: **President**
Salary: **$75,257 - $81,708**

Summary of Position: The Director leads TMC's institutional effectiveness, assessment and accreditation efforts so that faculty, staff and administration can use high quality evidence in making decisions about the college and its community, consistent with the college's mission and the 7 Teachings. This position will direct all accreditation and assessment activities, and lead select research-related activities.

JOB CHARACTERISTICS:

Personal Contacts: Human relationships are critical to the position as the Director works in daily collaboration with TMC's administration and staff, faculty, and students.

Supervision Received: The Director is supervised by the President.

Supervision Exercised: This position supervises employees in the department of Institutional Effectiveness, Assessment and Accreditation.

Essential Functions: This position oversees institutional accreditation and assessment processes to ensure alignment with college, tribal, and accrediting requirements while advancing continuous improvement and educational effectiveness. The position also leads select institutional research initiatives, analyzing and reporting institutional data to support strategic planning, executive decision-making, student success, and institutional effectiveness while maintaining data integrity and supporting evidence-based practices across the College.

RESPONSIBILITIES:

Institutional Research and Data Management

- Develop methods for gathering and analyzing data.
- Lead select institutional research activities including data collection, analysis, interpretation and reporting of institutional data to support strategic planning and executive decision making.
- Collect, interpret, analyze, present and make recommendations based on results from surveys or studies conducted.
- Develop and design surveys to enable student feedback on college services and/or education. Analyze, report and make recommendations based on survey results.
- Coordinate the preparation and submission of required institutional reports to federal and state agencies, tribal entities, accrediting bodies and other external organizations.
- Oversee the accuracy, integrity, security and confidentiality of institutional data and recommend changes to improve data quality.
- Develop dashboards, reports and other tools to communicate institutional performance indicators to administrators, faculty, staff and the governing board; publish annual data fact book and provide data for TMC's Annual Report.
- Evaluate and manage the processing and maintenance of data and databases for institutional, departmental and individual needs.

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- Plan, organize and facilitate data retreats.
- Support grant development, grant reporting and other research initiatives by providing relevant institutional data and analysis.

Accreditation and Compliance:

- Ensure that all planning is integrated with college, tribal and HLC initiatives; ensure TMC is meeting all HLC requirements.
- Coordinate and oversee institutional accreditation activities, ensuring compliance with applicable accrediting standards, policies and reporting requirements.
- Serve as the primary institutional liaison for accreditation-related communications, reports, evaluations and site visits.
- Lead the development, coordination and maintenance of accreditation self-studies, annual reports, substantive change reports and other required documentation.
- Collaborate with college employees to gather evidence demonstrating compliance with accreditation standards.
- Maintain an organized system for accreditation documentation, evidence collection, policy records and compliance tracking.
- Monitor changes in accreditation standards and regulatory requirements and communicate their implications.
- Coordinate the preparation and implementation of institutional responses to accreditation recommendations, findings and areas of improvement.
- Provide guidance and technical assistance to departments regarding accreditation expectations, documentation and evidence-based practices.

Institutional Assessment and Continuous Improvement:

- Collect and maintain college-wide assessment results, which include analyzing and interpreting data for informed decision-making and reporting performance results.
- Lead the development, implementation and evaluation of TMC's institutional assessment processes to evaluate such things as student learning, academic programs, enrollment, retention, persistence, graduation, student achievement and other measures of institutional effectiveness
- Work with faculty and academic leaders to support student learning outcomes assessment, program review and evaluation of educational effectiveness.
- Develop and maintain assessment calendars, reporting templates, performance measures and documentation procedures.
- Assist in establishing measurable outcomes, identifying appropriate assessment methods, analyzing results and developing improvement plans.
- Coordinate program review and share assessment findings and institutional data for planning, resource allocation and operational decisions.

Engagement, Collaboration and Institutional Support:

- Ensure that institutional reports communicate TMC's contributions to its tribal community while protecting confidential and sensitive information.
- Provide training and technical assistance to faculty and staff on institutional data, assessment methods, accreditation requirements and reporting procedures.

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- Develop and maintain institutional policies, procedures and resources related to research, assessment and accreditation.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of principles in the assessment of student learning.
- Knowledge of educational trends, department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.
- Knowledge of higher education accreditation.
- Knowledge and the ability to operate computer systems, technologies, and data-base management.
- Knowledge of higher education requirements and regulations – tribal, federal and state regulations and data needs, higher education trends, data definitions and accreditation issues.

Skills:

- Human relations skills with respect to understanding, analyzing, developing, predicting, and collaborating are critical to this position.
- Excellent verbal and written communication skills.
- Critical thinking skills to identify trends, patterns, deficiencies, and conclusions or approaches relative to data, and make recommendations based upon on the data analysis and evidence.
- Employee development and performance management skills.

Abilities:

- Ability to organize, prioritize, and schedule.
- Ability to work collaboratively, understand and interpret rules and regulations, and adjust to change with a positive attitude.
- Ability to prepare and analyze data and reports.
- Complex problem solving; technical comprehension - rules and methods; active learning; time management and managerial.
- Availability to work after regular business hours and travel when necessary.

REQUIRED QUALIFICATIONS:

- Master's Degree in Mathematics, Statistics, Education Research, Leadership or Administration, Data Science or a related field ; **OR**
- Bachelor's Degree in Mathematics, Statistics, Education Research, Leadership or Administration, Data Science or a related field along with a minimum of 2 years full time work experience in these fields.

PREFERRED QUALIFICATIONS:

- Doctoral Degree in Mathematics, Statistics, Education Research, Leadership or Administration, Data Science or a related field.
- Demonstrated experience working with PowerBI.
- Research experience.

Written: 9/14
Revised: 10/16, 10/26

This institution is an equal opportunity provider.