

[Indian River State College - Ft. Pierce, Florida](#)
[DIRECTOR OF PLANNING & ASSESSMENT – Office of Institutional Effectiveness](#)
[RATE OF PAY: \\$55,430 – 69,410/year](#)
[DEADLINE: Open Until Filled](#)

The qualifications and skill requirements for this position include a Bachelor's degree; and a minimum of two (2) years experience with strategic planning, outcomes assessment, regional accreditation, quality enhancement, and other institutional effectiveness related areas. Position requirements also include: a thorough understanding of institutional effectiveness areas including strategic planning, regional and specialized accreditation, program evaluation, outcomes assessment, accountability, budget planning, and quality enhancement initiatives; proficient use of technology and general knowledge of database administration, implementation, and technical support of online planning, budgeting, and accreditation compliance systems; the ability to analyze and evaluate assessment data and to prepare clean and concise reports; the ability to communicate effectively with College personnel to foster a thorough understanding of planning, assessment, and the connection of quality enhancement activities to the achievement of College goals; and the ability to facilitate and direct committees and diverse groups toward mutual goal completion. This position requires the ability to: be highly organized and detail oriented; maintain strict accuracy in all matters; demonstrate proficient technical writing skills for assistance with the development of grant proposals and report narratives; work independently and as a contributing member of a team; be self-motivated with excellent communication and interpersonal skills. A valid Florida driver's license is also required.

Preferred credentials for this position: Master's degree, experience with fund accounting, and advanced computer skills.

The essential job functions and responsibilities for this position include, but are not limited to: facilitating the activities related to the College Planning and Assessment Cycle; analyzing and reporting the results of the college-wide assessment process; distribution and assimilation of assessment and statistical information to College constituents; administering and training users on the online planning, budgeting, assessment and accreditation compliance systems; connecting plans, assessments and data to support College Goals and institutional outcomes and assisting with the timely completion of all Southern Association of Colleges and Schools (SACS) related reports and activities.

The specific duties and responsibilities for the position include, but are not limited to:

1. Providing oversight to the College's use of Strategic Planning On-Line (SPOL), including providing training to all college personnel.
2. Providing oversight to the ongoing development of the SPOL software.
3. Advising the Vice President of Administration and Finance on department budget request trends and the best use of SPOL to develop the college budget.
4. Facilitating the College Planning and Assessment Cycle; providing briefings and training to enhance the planning and assessment process.
5. Facilitating the outcomes assessment process; facilitating distribution and assimilation of assessment and statistical information to College constituents.
6. Analyze and report the results of the college-wide outcomes assessment process by preparing executive reports related to the process.
7. Facilitate the Unit Planning component of the College's planning process; developing manuals and in-service documents and other planning materials related to unit planning.
8. Coordinate data collection for planning and assessment with the Research and Reports Office; provide analysis of future program needs through research and assessment.
9. Developing plans and assessments to support goals/outcomes relative to accountability and institutional outcomes.
10. Working with the staff of the Office of Institutional Effectiveness and others on the submission of grant proposals and all other functions of the IE Office.
11. Developing accreditation related reports, timelines, training and assisting with all other accreditation (SACS) related activities.

12. Participating in both on- and off-campus meetings/conferences that address issues of institutional effectiveness and development of institutional resources that further institution-wide goals and objectives.
13. Performing other duties and assuming other responsibilities as may be directed by the Vice President of Institutional Effectiveness.

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

Interested applicants must pick up the applicable Job Description in Human Resources/Employment on the Main Campus or from the IRSC website and submit their application materials to: Human Resources/Employment, Attn: Kathy Parker, Indian River State College, 3209 Virginia Avenue, Fort Pierce, FL 34981-5596. All required documentation must be received in Human Resources/Employment in order to be considered. An EEO/ADA/Drug-Free Workplace Employer.