

**Sul Ross State University
Position Description**

Official Title: Coordinator for Institutional Effectiveness

Job Code: 3901

Salary Group: 3

Summary:

Function: Supports reporting and training functions within the Offices of Institutional Effectiveness and Institutional Research

Scope: The Coordinator provides support to the Offices of Institutional Effectiveness and Institutional Research

Duties:

Essential:

Coordinator for Institutional Effectiveness

- Assist the AVP of Institutional Effectiveness in the following:
 - Coordinating Administrative Assessment reporting for SACSCOC;
 - Coordinating Program Review reporting for THECB;
 - Implementing the Strategic Plan for administrative assessment reporting;
 - Administering campus surveys;
 - Preparation and completion of external reports and surveys;
 - Educating departments on compliance rules and regulations
- Develop and conduct assessment training for administrative units
- Assist in the preparation of accreditation reports and other institutional effectiveness projects
- Work with the division's Administrative Assistant to arrange programs, events, conferences, trainings, and meetings by arranging for facilities, issuing information or invitations, coordinating speakers, and managing event budget
- Assist Institutional Research with projects and assignments as needed

Professional Development Liaison

- Serve as the Records Management Officer for Sul Ross State University
- Maintain a functioning Records Management program at the university
- Maintain web pages for Records Management and the Pack First Professional Development Initiative
- Work with the Provost's Office to coordinate faculty and staff onboarding
- Work with campus partners and university vendors to provide training or professional development opportunities for staff
- Manage professional development reporting to campus partners

Non-essential: Duties unique to the particular department

Supervision:

Received: Reports to the Assistant Vice President for Institutional Effectiveness

Given: None

Education:

Required: Bachelor's degree with experience in a higher education environment

Preferred: Master's degree with experience in a higher education environment

Experience:

Required:

- Three or more years of office-related experience or training
- Significant experience with desktop publishing and/or website management
- Extensive experience with MS Windows and MS Office products

Preferred:

- Experience using Banner systems and software
- Training or teaching experience
- Experience with records management programs in higher education

Equipment/Skills:

Required:

- Standard office equipment with advanced computer skills
- Demonstrate good writing and telephone skills
- Demonstrate advanced knowledge and skill with Excel, Microsoft Word, Outlook, and PowerPoint and be able to conduct research using the internet
- Excellent time management skills and ability to manage multiple tasks with strong attention to detail, thoroughness, and accuracy under time-sensitive conditions
- Ability to complete tasks as assigned (ability to follow directions/instructions)
- Be proactive and able to work independently as well as with teams
- Excellent organizational and problem-solving skills
- Punctual, reliable and exhibits professionalism in all ways
- Demonstrate a service orientation and commitment to excellence

Preferred:

- Working knowledge of Banner systems and software
- Experience working with Nuventive and other relevant software

Working Conditions:

Usual: Exempt from overtime provisions. The position is security-sensitive.

Any qualifications to be considered as equivalents, in lieu of state minimums, require the prior approval of the Human Resources Director.

Updated January 2023