



Wingate University **Position Description**

Position Title: Director of Institutional Effectiveness

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina.

More information about the university may be found on our website:

<http://www.wingate.edu>

FLSA Classification: 12-Month, Exempt Staff

Job Summary:

The Director of Institutional Effectiveness is primarily responsible for the university's continuous improvement cycle for student learning outcomes (SLOs) and programs. Provides leadership to meet or exceed regional accreditation standards. Coordinates and assists with accreditation reports. Communicates with regional accrediting organization, SACSCOC.

Primary Duties and Responsibilities:

- Direct and coordinate the process for the university's assessment plans for all co-curricular units and degree programs.
- Direct and coordinate the process for institutional effectiveness and/or continuous improvement for all academic, co-curricular, and operational units.
- Coordinate communication with and produce reports on matters related to regional and professional accreditation agencies.
- Track and maintain documentation for external survey participation, articulation agreements, accreditations, licensure passage rates, NC-SARA, etc. as periodic review of academic programs.
- Act as back-up contact for course evaluation process.
- Fulfills assignments as needed by the AVP for IR.

Minimum Requirements:

- Knowledge of higher education accreditation standards, student learning outcome development and mapping, assessment, and continuous improvement required.
- Prior work with committees and task forces desired, but not required.

- Experience on a five (5) year interim or decennial report process desired, but not required.
- Knowledge of commonly used concepts, practices, and procedures within the field.
- Excellent oral and written communication skills.
- Skilled with multiple software programs including Excel, Word, and a survey or statistics software product.
- Master's degree, Doctoral degree preferred
- At least five years' experience in higher education administration, preferably in academics, institutional research, assessment, or institutional effectiveness.

Salaries and benefits at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.