

C O L L E G E O F  
**SAINT MARY**

## **Senior Director, Assessment and Institutional Effectiveness**

**Are you experienced in providing leadership related to the collection, interpretation, and use of institutional data for planning, assessment, and data-informed decision-making?** If so, this position may be for you!

This position is responsible for the development and sustainability of a comprehensive program of institutional research and assessment in support of strategic planning, decision-making, accreditation, and institutional accountability. The Senior Director manages institutional research and reporting, and works collaboratively with university stakeholders in the development and execution of key institutional research and effectiveness functions.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Demonstrated experience with institutional effectiveness.
- Work experience and/or significant coursework in project management, data management, reporting, analysis, software management, survey design, and/or programming
- Experience with online or cloud-based survey tools, data repositories, and accreditation reporting software (i.e., Compliance Assist, Qualtrics, Campus Labs, etc.)

### **Our Ideal Candidate's Education and Experience Include:**

- Master's degree from an accredited college or university in educational research, assessment, higher education administration or related field.
- 5+ years of experience in higher education including learning outcomes development, assessment, institutional research, or other related experiences.
- Experience as a peer reviewer for a national accreditor.

### **The Key Essential Functions for This Position Are to:**

- Plan, organize, and coordinate strategic institutional assessment efforts and activities campus wide.
- Oversee accreditation/compliance for program, division, and institution.
- Lead institutional research initiatives and projects to support and enhance data architecture.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Senior Director, Assessment and IE](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*