

# **BELHAVEN UNIVERSITY**

## **Assistant Director of Institutional Effectiveness**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The Assistant Director of Institutional Effectiveness reports to the Director of Institutional Effectiveness. The Assistant Director is responsible for supporting the College mission in three key areas: 1) institutional research, 2) institutional accreditation, and 3) academic and non-academic assessment.

### **Responsibilities**

1. **Institutional Research:** Assistant Director will aid in data management processes; assist in the development of reports and other documents to inform University planning and decision making; and answer various institutional, agency, state and federal reports, questionnaires, and surveys. A primary focus of this position is to coordinate and prepare institutional data required for reporting, both internal and external, and to assure integrity of the University data infrastructure and data warehousing.
2. **Institutional Accreditation:** The Assistant Director will support the University's institutional accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As applicable, the Assistant Director will support the 10-year Compliance Certification and Fifth-Year Reports by providing data to support arguments for compliance, writing and reviewing narratives, and completing other tasks as determined by the Director of Institutional Effectiveness.
3. **Academic and Non-Academic Assessment:** The Assistant Director will provide feedback on academic and non-academic assessments to help facilitate a culture of continuous evaluation and improvement at the University. Particularly, the Assistant Director will help academic and non-academic units integrate data into their annual assessment reporting—in alignment with institutional goals and planning.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

### **Qualifications**

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- Bachelor's degree required, master's degree strongly preferred. At least two years of experience in reporting, data analysis, or related field.
- Experience with the Colleague/Tableau platforms is strongly preferred.

- The qualified candidate must have a strong understanding of the complexities of data management and transformation of databases/data analysis techniques, and experience with quantitative analysis.
- Experience in analyzing higher education data in an institutional research or related setting preferred.
- Experience in institutional and/or specialized accreditation reviews with experience with SACSCOC accreditation strongly preferred.
- Proficiency in Microsoft Office products including Word and Excel.
- Must have strong analytical skills, strong writing skills, a sharp memory, strong attention to detail, and the ability to work independently.
- Must have demonstrated ability to coordinate multiple tasks and to work effectively with a variety of people within and outside the University.

### **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

### **Send, or email complete application packet to:**

Dr. Monica French  
Project Manager for Academic Affairs  
mfrench@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.