

BELHAVEN UNIVERSITY

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 1,000 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 the Position

The Director of Institutional Effectiveness assists with Belhaven University's self-examination, data analysis, and efforts for continuous improvement as the institution prepares men and women to serve Christ Jesus. The Director of Institutional Effectiveness reports to Dr. Vicki Wolfe, Associate Vice President of Academic Support.

Responsibilities

The Director of Institutional Effectiveness serves Belhaven by developing data structures, data sources, data automation routines, reports, and statistical analysis on all areas of the institution. These processes include, but are not limited to:

- Design and oversee the development and maintenance of data sets for the institution to ensure they are accurate, timely, and flexible enough to fulfill research activities to support the university.
- Manage the front end of Tableau server to ensure data is available on demand to users when they need it.
- Provide guidance and direction to the Institutional Research and Assessment Coordinator in fulfilling all Institutional Research functions accurately and in a timely manner.
- Clean and transform raw data into usable and accurate reporting data sources.
- Produce reports for use in answering research questions and analyzing data trends.
- Serve as the IPEDS key holder to ensure IPEDS submissions are completed in a timely manner.
- Oversee the tracking and reporting of all official enrollment, retention, graduation data, and related reports for all instructional sites and delivery methods.
- Develop a strategy and system to track and monitor assessment requirements as needed.

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/>
- An earned Bachelor's degree is required. A Master's degree preferred.
- Experience with data and statistical analysis and interpretation, research methods and designs, and survey methodology. Previous higher education experience a plus.
- Ability to utilize a variety of software, including those relating to data analysis, database management, and customized report programming such as Excel, Tableau and Microsoft

SQL Server Management Studio.

- Knowledge of Canvas data file structures.
- Experience with front end Tableau server management.
- Advanced analytical and organizational skills, including a high level of accuracy and attention to detail.
- Excellent multitasking skills.
- Ability to meet deadlines.
- Effective oral and written communication skills.
- Ability to work independently while possessing the interpersonal skills necessary to work with teams of various college personnel or other internal or external constituencies.

Application Process

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

- A CV and cover letter outlining your suitability for this position, including an explanation of your interest in Christian higher education.
- 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> Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

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

Send, or Email complete application packet to:

Monica French
Director of Academic Administration
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: mfrench@belhaven.edu