

## **Director of Institutional Effectiveness & Research**

The Director of Institutional Effectiveness and Research is responsible for all of the College's research activities including state and federal reporting; the collecting, analyzing, interpreting, and reporting of data, and informing decision making. This position will support accreditation activities, strategic planning, and state and federal requirements. This position will provide complex administrative support to the Vice Chancellor for Student Services.

### **Duties and Responsibilities**

- Completing and coordinating IPEDS and ADHE reporting within scheduled deadlines.
- Monitor and project funding formula outcomes.
- Engaging with Strategic Planning Committees and provide data to reflect progress towards strategic priorities.
- Taking an active role in retrieving and providing data for the recruitment and completion efforts of the college.
- Serving as a resource for assessment, accreditation, and grant applications.
- Serving as a data resource for all the campus.
- Develop and maintain a data reporting section of the UAEACC website.
- Serving as a team member for of the Students Services department as well as working closely with academics, recruitment, and marketing.
- Representing and promoting the college in a positive manner and being active in the community.
- Perform other duties assigned.

### **QUALIFICATIONS, SKILLS, AND ABILITIES**

Five years of experience in compiling and analyzing information and data and reconciling detailed statistical or numerical information is required. Experience with completing these tasks in an educational setting is preferred. The ability to spot and trouble shoot data errors and make corrections is required. The ability to use computer software that utilizes large tables of data is required. The ability to comply with state and federal regulations is required. Qualified applicants must possess excellent interpersonal, written, and oral communication skills, have the ability to motivate a team, and develop a positive professional relationship with faculty, staff, and the community. A Master's Degree is required.

**Expected Salary Range:** The base salary is \$47,840.00, but is commensurate with experience and qualifications. All interested candidates are encouraged to apply. EACC strives to attract a large and diverse pool of applicants.

### **Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. Specific vision abilities required by this job include close vision and distance vision. The employee will be required to work in a high traffic area, with frequent public contact. The noise level in the work environment is usually moderate. The employee must be willing to work in an office that utilizes overhead LED lighting. Some travel is required.

**WHAT WE OFFER**

A generous benefits package with 100% health insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave.

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on years of service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit [www.eacc.edu/employment](http://www.eacc.edu/employment).

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu), or complete an online employment application located at [www.eacc.edu/employment](http://www.eacc.edu/employment). Review of applications will begin immediately and continue until the position is posted. EACC is an AA/EO employer.