



Position Vacancy Notice

Institutional Effectiveness Coordinator

(Posting date: 1/21/2020)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Department/Division Introduction

The Office of Institutional Research and Planning is seeking an Institutional Effectiveness Coordinator who will focus on core assessment and strategic planning activities, including: non-academic assessment; mission review; strategic planning and implementation; and Middle States accreditation.

Position Summary

The primary role of the Institutional Effectiveness Coordinator is to ensure the alignment of the College's day-to-day operations with its Mission, Vision, and Value statements and with its Strategic Plan. The selected candidate must be able to promote a culture of assessment within each of the College's divisions, help lead the College towards consensus on Key Performance Indicators for continuous improvement, and continue the development of a comprehensive, systematized assessment program in support of institutional effectiveness.

Essential Responsibilities

Consultation

- Assist non degree-granting units in developing and implementing Assessment Plans.
- Curate and develop a set of assessment- and effectiveness-related resources.
- Provide training in assessment best practices, innovations, and tools.
- Act as the survey subject matter expert within the office; work with units to adopt or develop survey instruments designed to aid with assessment.
- Represent the office at meetings and events within and outside the College that have an institutional effectiveness component.

Coordination

- Coordinate the timely submission and review of institutional effectiveness reports, and track the completeness and quality of those reports.
- Gathers and reports institutional effectiveness information for accreditation, strategic planning, and similar purposes.
- Work closely with the Academic Affairs Assessment Coordinator to ensure that assessment efforts are complementary and consistent.
- Function as the campus “clearing house” for institutional effectiveness activities and reporting.
- Manage and improve the College’s assessment and planning management tool, and evaluate the effectiveness of training and usability of the tool.

Analysis, Evaluation, and Reporting

- Key member of the Institutional Effectiveness Committee; work with committee members to design institution-level key performance indicators to measure progress against the Strategic Plan.
- Identify and collect direct and indirect data, from internal and external sources, to support and enhance assessment and institutional effectiveness efforts.
- Analyze and interpret College-wide assessment data, prepare reports and dashboards to summarize findings, and disseminate those findings to the community in clear and accessible ways.
- Stay abreast of relevant trends and data among peers and higher education more broadly, by participating in conferences, webinars, affinity groups, and other opportunities for professional development.
- Conduct relevant research projects as required.

Minimum Qualifications

- Bachelor’s degree.
- Two to three years’ experience in higher education, with at least one year directly related to the functions of this position.
- Knowledge of accreditation standards.
- Knowledge of assessment methods and experience implementing assessment plans and reporting.
- Proficiency in the use of Microsoft products, particularly Excel and Access; Excellent written and oral communications skills.
- Strong analytical and critical thinking skills.

Preferred Qualifications

- Graduate degree in higher education, program evaluation, social sciences or other related field.
- Experience with a statistical software package, such as SPSS or R.
- Demonstrated success with assessment initiatives.
- Previous experience with WEAVE or other Institutional Effectiveness software for higher education.
- Experience in survey methodology, design, administration, and analysis. Experience with Qualtrics.
- Expertise in regional, national, and specialized postsecondary accreditation standards, practices, and goals.
- Candidates with backgrounds in institutional research and strategic planning are encouraged to apply.

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to John Scanlon at jscanlon@hccc.edu.

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER

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