



POSITION DESCRIPTION

DIRECTOR FOR INSTITUTIONAL EFFECTIVENESS, ACCREDITATION AND RESEARCH (IPEAR)

DEPARTMENT: Academic Affairs

CLASSIFICATION: Full-time

SHIFT: Core business hours are Monday-Friday, 8:30am-4:30pm

SUMMARY: Reporting directly to the Provost and Vice President for Academic Affairs, the Director for Institutional Effectiveness, Accreditation, and Research (IPEAR) provides strategic leadership for institutional research, effectiveness, assessment, accreditation, and data-informed decision-making across Clinton College.

The Director serves as the College's chief steward of institutional data and assessment, ensuring the integrity, analysis, and application of quantitative and qualitative evidence to support student success, retention, enrollment management, academic quality, accreditation compliance, and strategic planning. Through collaboration with senior leadership, faculty, staff, and external partners, the Director translates institutional questions into actionable insights and ensures timely, accurate reporting to internal and external stakeholders.

The Director serves as the College's Accreditation Liaison Officer and chairs the primary institutional assessment committee.

REPORTS TO: Provost and Vice President for Academic Affairs

MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited to):

- Provide strategic leadership for institutional effectiveness, assessment, accreditation, and institutional research, ensuring data-informed decision-making aligned with the College's mission, strategic priorities, and accreditation standards.
- Serve as the College's Accreditation Liaison Officer, leading reaffirmation, monitoring reports, self-studies, and continuous compliance with all federal, state, and accrediting agency requirements.

- Direct institutional research and analytics, including the analysis of student success, retention, enrollment, and performance data; translate findings into actionable insights for senior leadership and the Board of Trustees.
- Lead campus-wide assessment and continuous improvement processes, supporting academic, co-curricular, and administrative units in outcomes assessment, program review, and evidence-based planning.
- Oversee institutional data governance, reporting, and integrity, including IPEDS and other required submissions, in collaboration with Information Technology and data system partners.
- Develop executive-level dashboards, reports, and visualizations to support planning, accountability, and institutional effectiveness.
- Collaborate with faculty, staff, and administrators to build a culture of assessment, accountability, and continuous improvement across the institution.
- Provide leadership and supervision for institutional effectiveness operations, including staff, project teams, and analytical workflows, and perform other duties as assigned.

QUALIFICATION/EXPERIENCE:

- Masters degree from an accredited institution required; Doctoral degree preferred
- Five years or more of progressively responsible experience in the areas of institutional planning, effectiveness, accreditation, and research

KNOWLEDGE AND SKILLS:

- Demonstrated expertise in institutional research methodologies and data analysis.
- Experience working with KPIs, benchmarking, student outcomes analysis, and performance metrics.
- Demonstrated proficiency with institutional data systems, reporting platforms, and assessment tools, including IPEDS, student information systems such as Campus Café, and survey and analytics platforms such as Qualtrics, or comparable technologies.

- Knowledge of higher education accreditation standards and assessment best practices required by SACSCOC, TRACS, or other regional accreditors.
- Strong analytical, organizational, and project management skills.
- Ability to translate complex data into clear, compelling narratives for diverse audiences.
- Excellent written, verbal, and interpersonal communication skills.
- Proven ability to collaborate effectively across academic and administrative units.
- Experience supervising staff or leading cross-functional teams.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Director for Institutional Effectiveness, Accreditation and Research (IPEAR)." The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.