

**Job Posting:**

Date Posted:

Posting End Date:

Projected Start Date:

Director of Institutional Effectiveness & Planning

Nov 1, 2023

Until Filled

Spring 2024

Cisco College Mission & Purpose: The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores our commitment to a shared mission and vision.

Cisco College Core Values: Cisco College facilitates **student success** by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support. Cisco College insists on **excellence** in our programs, instruction, services, management, and learning environment.

Cisco College Guiding Principles: Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation.

Director of Institutional Effectiveness & Planning's Role: The Director serves a vital role in implementing an institutional research reporting and planning structure that supports the achievement of the college's vision and mission. The Director is responsible for the development, coordination, and management of institutional research activity across the college including institutional-and program-level. The Director manages the college's institutional effectiveness and assessment of student learning processes within a culture of continuously seeking improvement.

Director of IE &, Planning's Team: The Director collaborates with all college areas as needed to assist them with data-driven decision-making. The Director works closely with the Registrar to complete required state and federal data submissions per term or year, and with academic leadership to facilitate and monitor educational program efficiency and success. The Director reports to the President and Vice President of Instruction/CAO.

Director of IE &, Planning's Responsibilities:

- Directs and manages the college's institutional research efforts and Institutional Effectiveness (IE) process.
- Maintains data and report repository in support of the IE process and prepares assessment reports for distribution.
- Establishes an online (intranet) reports warehouse and data repository in collaboration with the Information Technology (IT) department.
- Works with Executive Council and other constituents as necessary to develop and maintain updated strategic planning initiatives for the college including the strategic plan and program evaluations.
- Consults with operational units and educational programs to promote best practices in planning, assessment, and data-driven decision-making.
- Provides information and technical expertise to assist operational units at all levels in measuring and improving student and institutional outcomes.
- Serves as the college representative to the Texas Higher Education Coordinating Board Accountability System.

Essential Qualifications and Experience Required for the Director of IE & Planning:

- Bachelor's Degree, Master's Degree preferred.
- Teamwork experience, preferably in higher education.
- Demonstrated knowledge of qualitative inquiry and quantitative analysis.
- Excellent communication skills including small and large group presentations and trainings.
- Effective computer and software skills including creating reports, presentations, PDF documents and forms, online forms, and spreadsheets. Experience with data dashboard preferred.
- Ability to organize, prioritize, and complete simultaneous projects.

Posting and Application Details:

The Director may be based at the Cisco or Abilene campus of Cisco College and is a full-time, 12-month position.

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Resume packages should be submitted to:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
254-442-5121
humanresources@cisco.edu

Resume packages must include all of the following:

Cover letter
[Cisco College application](#)
Resume or Curriculum Vita
Teaching or Leadership Philosophy
Unofficial college transcripts

Cisco College is an Equal Opportunity Employer

Reviewed: 07/20/2022 Updated: 10/25/2023
