

Coordinator of Institutional Research & Effectiveness, #FA007

Patrick Henry Community College is a comprehensive two-year college of the Virginia Community College System, serving the City of Martinsville, Henry, Patrick and portions of Franklin County. We are seeking applicants for the position of Coordinator of Institutional Research & Effectiveness. This is a 12-month administrative faculty ranked appointment with an anticipated begin date of August 16, 2010.

Responsibilities: Provides reliable information using various research methodologies to improve and document institutional effectiveness. Collaborates with faculty and academic administrators to design, develop and implement continuous and systematic processes for the assessment of student outcomes, academic and student support programs. The individual provides reports of surveys of graduates, job placement rates, transfer rates and other information needed to make judgments about the success of academic programs; maintains accessible documentation of all research and assessment activities; communicates results of studies in a timely and understandable manner; coordinates activities related to institutional strategic planning; and serves as the institutional liaison for SACS. Position requires strong statistical analysis ability.

Salary: Minimum \$57,545, plus excellent benefits package. Rank and salary are dependent upon education and experience.

Application Deadline: Review of applications begins July 19, 2010. Serious applicants should have all materials submitted by this date; however, applications will be accepted until position has been filled.

Minimum Qualifications: Master's degree from an accredited institution with an emphasis on acquisition of research and evaluation skills required. Past experience with SACS re-accreditation desired. Thorough understanding of statistics with SAS or other programming experience preferred. Strong interpersonal skills are a must.

Special Requirements

Selected applicant must pass a criminal records background check. Documents verifying identity and eligibility to work in the United States must be presented upon employment. Individual will be required to complete the Commonwealth's Statement of Economic Interest.

Only applications submitted through the <https://jobs.agencies.virginia.gov> online application process will be accepted. Submission of application must also include a resume, cover letter and copies of all college undergraduate and graduate transcripts. Unofficial transcripts will suffice for initial screening. The resume should provide names, addresses and telephone numbers of three professional references, education, skills, and professional experience related to the responsibilities of this position. If the transcripts are not attached to the online application, please provide as the "other document" a written letter to indicate that the transcripts will be mailed. Official transcripts will be required upon employment.

Special Instructions to Applicants

Reference letters submitted by a third party or transcripts can be sent to the attention of the HR Department, Patrick Henry Community College, 645 Patriot Avenue, Martinsville, VA 24112.

Patrick Henry Community College complies with E-Verify which is an internet based system operated by the Department of Homeland Security in partnership with the Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

Patrick Henry Community College is an Equal Opportunity Employer. The College does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age.