

PLEASE POST

POSITION OPENING

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Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

Pennsylvania College of Technology is located in Williamsport, a family-oriented community, ideally situated along the Susquehanna River at the foot of Bald Eagle Mountain in North Central Pennsylvania, within 300 miles of New York City, Philadelphia, Baltimore, and Washington D.C. Penn College is Pennsylvania's premier technical college and an affiliate of The Pennsylvania State University. More than 6,500 students are enrolled in Penn College's bachelor and associate degree and certificate majors, which combine hands-on experience with theory and management education.

## **Director of Assessment, Research and Planning**

### **Reports to:**

Vice President for Academic Affairs & Provost

### **Duties and Responsibilities:**

The Director will plan and execute all internal and external institutional research undertaken by the College and will have coordinating responsibilities for producing the College's annual plan in accordance with the campus-wide planning process. This person will be responsible for continuing development of the College's coordinated effort to generate and assess data for use in campus-wide institutional assessment, decision-making, resource allocation, and strategic planning. He/she will lead and manage the collection and assessment of College data in collaboration with a wide-range of academic and non-academic units and will be responsible for the coordination of the institution's external reporting requirements. The Director will provide leadership in institutional research and assessment protocol for the Campus and will guide self-assessment and data collection efforts across the College. Specifically, the Director of Assessment, Research and Planning will:

- Coordinate and implement the College-wide assessment program. (Essential)
- Working with all academic and administrative departments and faculty, develop, maintain, and conduct assessment activities. (Essential)
- Design, conduct, and supervise production of the various institutional and departmental research reference documents and surveys. (Graduate Survey, General Institutional Characteristics, and 3rd Week Enrollment Reports). (Essential)
- Review, on an ongoing basis, the research and data reporting needs of the College and maintain a calendar of internal and external reporting requirements. (Essential)
- Coordinate the collection, maintenance, and use of appropriate statistical data and research information from local, state, and national sources. (Essential)
- Develop, design, and monitor recommended initiatives and modifications to the administrative computer database system and its programming applications where they impact upon institutional reporting and research tasks. (Essential)
- Supervise the completion of all external accountability and compliance reports required by the government (PDE, IPEDS, OCR, Perkins, and Workforce Investment Act), accrediting agencies (Middle States), and other appropriate entities. (Essential)
- Respond to non-standard information requests by determining feasibility and priority; supervise the collection and presentation of data, as appropriate. (Essential)
- Supervise the Office of Assessment, Research and Planning staff. (Essential)
- Develop and monitor the budget for the Office of Assessment, Research and Planning. (Essential)

**Duties and Responsibilities (Continued):**

- Provide leadership and guidance in assessment of institutional educational and effectiveness outcomes. (Essential)
- Assist in the administration and development of campus data warehouse to ensure frequently requested data remains current and readily available. (Essential)
- Serve on College committees as requested. (Essential)
- Keeps abreast of national and international trends in higher education, including actions of the federal and state governments and associations, studies the implications of these issues for the College and suggests responses to them. (Essential)
- Suggests to administration and departments, ways in which survey research can be used as part of the decision-making process. (Essential)
- Coordinate the development, periodic review and evaluation, and annual updating of the College's Long-Range Plan and related documents. (Essential)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Vice President for Academic Affairs & Provost. (Marginal)

**Positions Supervised:**

- \*Institutional Research Specialist
- \*Research Database Specialist
- \*Institutional Research Analyst

**Qualifications:****Minimum**

- \*Master's Degree in Educational Research or related discipline, OR an equivalent combination of education and work experience.
- \*Three (3) or more years of demonstrated successful experience in assessment and institutional research and planning in an educational setting.
- \*Ability to interact effectively with diverse campus constituencies.
- \*Knowledge of and ability to design research studies and perform complex statistical analyses.
- \*Demonstrated concern for detail and accuracy.
- \*Oral and written communication skills appropriate to middle management.
- \*Strong background and experience in computer applications, including statistical applications, mainframe systems, and database systems.
- \*Demonstrated sensitivity to diversity and multicultural issues.
- \*Background check will be required on selected candidate.

**Desired**

- \*Doctorate in Educational Research and Planning or a closely related discipline.

**Special Job Feature:**

- \*Frequent hours beyond normal workweek necessary to meet the needs of Assessment, Research and Planning

**Conditions of Employment:**

Federal law requires all employers to verify the identity and employment authorization of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment authorization. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

**Conditions of Employment (Continued):**

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

**Classification:**

APT/Level 7/Exempt

**Salary:**

Commensurate with credentials submitted as applied to the College's Administrative, Professional, and Technical Staff Salary System.

**Starting Date:**

As soon as feasible

**Deadline for Application:**

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until a suitable candidate is identified. Review of applications will begin immediately. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College  
on the Internet at [www.pct.edu](http://www.pct.edu).*