**Quality Enhancement Plan (QEP) Director (Full-Time)**

Dougherty County Campus

Albany Technical College (ATC) seeks a full-time Quality Enhancement Plan (QEP) Director. This is a 12-month position that is based at the Dougherty Campus, but may include domestic and routine travel throughout the local Service Delivery area. Under general supervision of the Vice President for Academic Affairs, the QEP Director will lead, manage and provide oversight of the institution’s QEP efforts and ensure alignment with SACSCOC standards. The QEP Director will collaborate with staff and faculty to develop and implement the QEP action plan and evaluate the effectiveness of initiatives toward achieving learning and success goals and outcomes. The QEP Director will manage the collection of documents, data, reports and other evaluative information for reporting goal/outcome progress and recommends programming improvements to internal and external stakeholders, including but not limited to the ATC Executive Leadership Team, ATC faculty, staff, and students, as well as QEP related advisory committees. The QEP Director is responsible for ensuring broad-based involvement through collaboration with internal and external constituencies, such as the Academic Affairs, Student Services, Institutional Effectiveness, Public Relations, program advisory committees, industry partners, students, and others. This position will be charged with coordinating the work of the QEP Implementation Committee as well as ensuring QEP related activities, events, opportunities, etc., are communicated and published on the ATC website, social media, and other marketing avenues. The QEP Director will collect and prepare semi-annual and annual assessment reports (or otherwise as directed) on QEP assessment outcomes and prepare the QEP Impact Report for inclusion in the SACSCOC Fifth-Year Review. The QEP Director will also assume responsibility for the QEP budget, serving as the primary budget custodian for annual budget requests, purchases and requisitions, and budget amendments. In addition, this position will develop and implement comprehensive academic program assessment, collaborate with Student Services and Academic Advisors to promote student retention and success efforts and perform other duties as assigned.

**Project:** The QEP project is designed to focus on the enhancement of a specific student learning outcome at ATC; however, the current design calls for the plan to evolve as the institution becomes more knowledgeable about student learning at ATC. As such, the duties and responsibilities of this position may expand to incorporate the expansion of the project’s scope.

**Minimum Qualifications:**  The applicant MUST have a Master’s Degree and at least three (3) years community and/or technical college work experience.

**Preferred Qualifications:** The candidate MUST have a Master’s Degree, have at least five (5) years of community/technical college and/or university teaching experience and work experience in institutional effectiveness and research.

**Physical Demands:** Work is typically performed in an office/classroom/clinical environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a full-time position. Salary is commensurate with education and work experience. Work schedule may include day, evening, and/or weekend, as assigned.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office hr@albanytech.edu. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

 ***If we are interested in scheduling an interview, a representative from our college will contact you.***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**Kathy Skates, Vice-President of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards, Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |