



POSITION ANNOUNCEMENT

POSITION TITLE: Institutional Effectiveness Coordinator (Part-Time)

POSITION DESCRIPTION:

- Analyzes and assesses the effectiveness of existing programs;
- Coordinates accreditation activities for the College and all programs, as applicable;
- Coordinates and conducts institutional survey, evaluation, and research efforts;
- Provides research or information reports based on data analysis by collecting, analyzing, and organizing data for input into planning and evaluation activities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a regionally accredited college or university in administration, business, education or a closely related field.
- Three years of full-time professional level work experience which included experience in data analysis, planning, and evaluation.

PREFERRED QUALIFICATIONS:

- Master's degree from a regionally accredited college or university in administration, business, educational leadership or a closely related field.
- Professional work experience in postsecondary education.
- Experience with the Integrated Postsecondary Education Data System (IPEDS).
- Experience with Banner.

SALARY/BENEFITS:

Commensurate with qualifications.

APPLICATION DEADLINE:

Open until filled.

TO APPLY:

Please submit an online application using the OTC online job center website. All positions require a criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard Office: 198C, Phone: 912-486-7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Office: 711, Phone: 912.486.7211, sburns@ogeecheetech.edu.

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.