



Associate Vice President for Institutional Effectiveness

Company Description

Located in Loudonville, New York - just 10 minutes from the state capital of Albany - Siena empowers more than 3,400 students each year through a transformative journey we call the *Education for a Lifetime*. All members of the Siena College community work together to advance the College's mission to graduate leader's intent on making the world more just, peaceful, and humane. That spirit reverberates across our 174-acre campus ranked among the 50 most beautiful college campuses in the country by Condé Nast.

Siena College seeks an Associate Vice President for Institutional Effectiveness to develop and manage the processes of institutional effectiveness and provide training and guidance regarding evidence-based decision-making and continuous improvement to the administration, trustees, faculty, and other constituents of the College. This position reports directly to the Provost and Senior Vice President and works closely with other senior leaders of Siena College.

Job description

- Supervise personnel who support the institutional effectiveness, assessment, and accreditation functions, including Institutional Research and other programs assessing the effectiveness and performance of College departments.
- Serve as liaison to Middle States Commission on Higher Education, and assure accreditation and status reporting for the institution as a whole.
- Support accreditation processes for separately accredited programs and departments.
- Facilitate the academic program review process.
- Oversee program submission to the New York State Department of Education and serve as NYSED main contact.
- Support institutional strategic planning.
- Serve as the Administrator of Institutional Review Board and contact person for federal assurance purposes.
- Assist with development of assessment plans for external grant proposals and with assessment of successful grants if needed.
- Chair or co-chair several institutional committees related to accreditation, assessment, strategic planning, and data governance.

Annual Salary: \$94,020.00 - \$98,721.00

The hiring salary above represent the College's good faith estimate at the time of posting in compliance with the Albany County Salary Transparency Law.



Job Requirements

Masters in a related field, such as program evaluation, institutional research, or educational assessment is required. A doctorate in a related field is preferred.

Experience managing multiple projects and supervising employees responsible for those projects is required.

At least five years of experience in institutional research, program assessment, or strategic planning in higher education, or related functions is preferred.

Desirable experience includes accreditation processes, assessment of student learning outcomes, assessment of administrative departments, institutional research, academic program review, and working with accreditation and program approval agencies.

A background screening will be required.

Benefits*:

Siena College offers a generous benefit package to eligible full-time employees. The benefit package currently includes a retirement plan contribution equal to 10% of an eligible participant's compensation (as defined under the plan) after meeting the plan's eligibility requirements, and tuition reimbursement and exchange opportunities for eligible employees, spouses, and dependents. Eligible college employees currently enjoy a work schedule that includes half-day Fridays in the summer and an expansive holiday schedule, including up to two weeks off during winter break. Other perks currently include complimentary breakfast Thursdays in the dining hall, access to College community lectures and productions, complimentary College gym and library memberships, discounted and complimentary tickets to Siena Division I sporting events, and more. Opportunities for remote work may be available as well.

Siena cares for and values each member of its workforce and actively supports upward mobility. We are a community of Siena Saints, and as we often say, the world needs more Saints.

**Eligibility for individual employee benefits is determined at the time of hire and is subject to the terms and condition of the individual benefit.*

Additional Information

Siena College is a Franciscan and Catholic institution and expects members of its community to be knowledgeable about its mission and to make a positive contribution to that mission.

Siena College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.



Application Instructions

Please submit cover letter, resume and contact information for three professional references
<http://siena.interviewexchange.com/jobofferdetails.jsp?JOBID=166991>