

Executive Director for Effectiveness, Research and Analytics

Job ID: 13964

Location: Bellevue College

Full/Part Time: Full Time

Regular/Temporary: Regular

Position Summary

As an active participant of the Academic Affairs Leadership Team, the Executive Director for Effectiveness, Research and Analytics provides leadership, oversight, and direction for improving the college's effectiveness as an educational institution and serves as the college's Accreditation Liaison Officer. Through planning and creative problem solving, the Executive Director designs and conducts qualitative and quantitative research to support student success and institutional decisions and collaborates with college constituencies to plan, conduct, and disseminate results of research activities that inform institutional policy and decision-making. This position is an exempt/administrative appointment reporting directly to the Associate Vice President of Academic Affairs and supervises institutional research staff.

Pay, Benefits & Work Schedule

Position Salary Range: \$110,530/year - \$165,795/year

The salary information shown above is a general guideline only. The salary will be determined based on candidate's qualifications and related experience, as well as market and business considerations. Typically, new hire starts no higher than **\$124,346/year** based on Bellevue College Exempt salary schedule.

We offer comprehensive compensation package with salary and benefits as the main components. **Generous** <https://www.bellevuecollege.edu/hr/benefits/> **is offered through Washington State plans that includes multiple** medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

The employee is scheduled to work 40 hours per workweek. This position is exempt from the overtime provisions of the Fair Labor Standards Act, which means that you are not eligible for overtime pay.

About The College

Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 54% students of color and over 1,300 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our <https://www.bellevuecollege.edu/about-us/future-vision/vision-values-mission/>, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

For more information, visit <https://www.bellevuecollege.edu/facts/>.

About the Department

The Office of Effectiveness, Research and Analytics, is the source of official college information in support of institutional knowledge management and effectiveness. This office supports the college's commitment to student success through strategic planning, accreditation leadership, research, and institutional continuous improvement efforts.

Essential Functions

Manage and conduct data analysis and production

- Manage the data team to ensure high-quality analysis of college data leading to the production of various reports, including institutional metrics, leading indicators of college initiatives, and more.
- Collaborate with departments and the Washington State Board of Community and Technical Colleges (SBCTC) to create and improve data products.
- Manage data and produce annual progress reports for college strategic plan.
- Serve on the Academic Affairs Leadership Team and participate in college governance.

Accreditation Liaison Officer

- Serve as the primary point of contact between Bellevue College and the Northwest Commission on Colleges and Universities (NWCCU).
- Coordinate and oversee all accreditation activities, including self-studies, interim reports, and site visits.
- Ensure that the college meets all NWCCU standards and requirements.

- Facilitate the development and implementation of plans to address recommendations or requirements from accreditation reviews.
- Maintain up-to-date knowledge of accreditation standards and best practices.
- Provide training and support to faculty and staff on accreditation process and requirements.
- Prepare and submit required documentation to the NWCCU in a timely manner.
- Organize and lead regular meetings of the accreditation steering committee to ensure ongoing compliance and continuous improvement efforts.

Advance data-informed decision making in support of student success and equity

- In a manner that respects variations in data competencies, explain college, state and external data to a wide range of constituencies that includes but is not limited to, President's Cabinet, divisional leadership, faculty and staff.
- Collaborate with college leadership to measure and track all student success measures and lead the creation of equity benchmark data.
- Provide training to staff and faculty on the proper use of data, goal development and metric setting.

Supervision

- Select, train, develop, and manage staff.
- Plan and assign work, evaluate performance, and take corrective action as necessary.

Survey Research

- Direct college-wide survey development, delivery and analysis.
- Manage the use of nationally normed instruments.

Institutional Review Board (IRB)

- Serve as Institutional Review Board (IRB) chair.
- Ensure continued compliance with federal regulations.
- Perform other duties as assigned.

Minimum Qualifications

- Master's degree in social science, public policy, or education-related field which includes research methods, design, and measurement. Relevant experience may be substituted for the education requirement on a year-for-year basis
- Minimum four (4) years of demonstrated expertise in statistical and qualitative analysis in education research
- Minimum four (4) years of demonstrated expertise in creating data-based reports
- Minimum three (3) years of demonstrated expertise in explaining data to non-technical audiences

- Minimum three (3) years of management and supervisory experience
- Demonstrated ability to plan, prioritize, organize and oversee complex work processes, process improvements or projects
- Proficiency with survey methodology, including instrument design and effective administration techniques
- Proficiency with software products used in statistical analysis (e.g., SPSS, SAS) data manipulation (e.g., MS Access, SQL, Excel) and display (e.g., Tableau, Power BI)
- Experience using metrics to evaluate and plan goals related to student success and equity
- Demonstrated ability to work collaboratively
- Demonstrated commitment to cultural inclusivity in the work place and research activities

Preferred Qualifications

- Experience in higher education
- Experience with ctclink
- Experience managing an Institutional Review Board (IRB)
- Demonstrated experience building capacity within higher education institutions for gaining insight into the impact of prior and existing initiatives, enabling reflection and assisting with the
 - identification of the direction of future change
 - Knowledge of research on emerging best practices for student success
 - Demonstrated experience guiding student success improvements, based on researched best practices

Conditions of Employment

Bellevue College intends to provide a drug-free, healthy, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform her/his/their assigned duties.

Bellevue College employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Sexual Misconduct and Background Check:

Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at

their current employment and past employment. Disclosure is required under <https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080>.

Check frequently in your inbox, spam, junk, clutter email folders for any communication regarding the next steps from Bellevue College and our background check partners.

Reference Check:

Reference checks may include, but are not limited to, contacting references and verification of work experience, and/or past job duties.

Other Information

- This position may be eligible for relocation allowance.
- This position is NOT eligible for sponsorship for employment-based visa.

How To Apply

Applications received by **07/21/2024** will be given full consideration. Applications received after that date may be considered until the position is filled.

All individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will not be considered for the position (only submit required documents with the application, additional documents will not be reviewed.) Please review <https://www.bellevuecollege.edu/work-at-bellevue/applying-for-jobs-tips/> before applying. **Current Bellevue College employees should apply the position through Employee Self Service.**

Required application materials:

- Attach a Cover Letter (min 1 pg., max 2 pgs.)
- Attach a Resume
- Attach a Diversity Statement (min 1 pg., max 2 pgs.) that addresses the following: Describe and provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College
- Complete Job Questionnaires if applicable

Contact:

If you have questions with regards to the application or the hiring process, please contact Office of Human Resources at 425-564-2274 or email to <mailto:jobs@bellevuecollege.edu>.

EEO Statement

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at <https://www.bellevuecollege.edu/policies/>. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.

Applicants with disabilities who require assistance with the recruitment process may contact <mailto:hraccommodations@bellevuecollege.edu> .

To apply, visit <https://apptrkr.com/5370759>

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