



NOTICE OF VACANCY

Executive Director of Institutional Effectiveness

REPORTS TO: Vice President of Instruction and Accreditation/Provost

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Executive Director of Institutional Effectiveness will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Executive Director of Institutional Effectiveness is responsible for collecting, developing, analyzing, and communicating institutional data and other information to community stakeholders for the purpose of informed decision-making, problem-solving, and strategic planning. This position promotes, leads, and manages institutional capacity for data governance and institutional reporting as well as outcomes assessment efforts at the institutional, departmental, and programmatic level across the College. This position assists with the institution's participation in all aspects of accreditation requirements.

More specifically, the Executive Director of Institutional Effectiveness is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Leadership
 - Lead institutional effectiveness, institutional research, and strategic initiatives
 - Supervise Office of Institutional Effectiveness activities, staff, and departmental budget
 - Foster collaborative relationships with all levels of college stakeholders to execute shared governance principles as a commitment to institutional transparency and effectiveness
 - Engage in professional development to maintain professional knowledge, stay current with technology and trends in educational assessment, and continuously improve
 - Promote the mission of Mississippi Delta Community College to all college stakeholders
 - Serve on the Council for Institutional Research & Effectiveness (CIRE) of the Mississippi Community College Board
- Effectiveness
 - Develop, implement, assess, and communicate a comprehensive, integrated system of institutional strategic planning
 - Develop and implement research-based strategies and best practices to achieve high levels of institutional excellence and efficiency
 - Collaborate with the Institutional Accreditation Liaison Officer (ALO) and Director of the Quality Enhancement Plan (QEP) to assess the plan's effectiveness
 - Provide technical direction and expertise regarding topics such as instrument design, test cohort selection, and establishment of effectiveness measures
- Data
 - Coordinate data use within and between all divisions to maximize holistic student success
 - Research, analyze, and present data relevant to comprehensive institutional planning, including basic institutional data, enrollment projections, and regional employment trends
 - Facilitate senior leadership decision-making through the examination of college success metrics and strategic planning activities

DUTIES AND RESPONSIBILITIES (cont.)

- Collaborate with Director of Information Technology to develop and implement data governance policy and procedures to enhance institutional data services
- Compliance
 - Direct the compilation and reporting of accountability data as required by external agencies (e.g., MCCB, US Dept. of Education) and when applicable, serve as the point of contact (e.g., IPEDS keyholder)
 - Assist the college's Accreditation Liaison Officer in directing efforts related to reaffirmation of accreditation, reporting substantive changes, and ensuring college processes related to regional accreditation are current and accurate
- Other duties to be performed as assigned by the President

MANDATORY QUALIFICATIONS

- Must hold the minimum of a Master's degree from an accredited institution in a discipline involving analysis, research, statistics, data, education, educational administration, or another demonstrably related area.
- 3-5 years of work experience with proven skills in communication, technical writing, critical thinking, computer applications, data analysis, problem solving, and project management.

DESIRABLE QUALIFICATIONS

- Advanced certificate or Doctoral degree from an accredited institution in a discipline involving analysis, research, statistics, data, management, education, educational administration, or another demonstrably related area.
- A minimum of three years college administration experience primarily in the areas of Institutional Effectiveness or Institutional Research

KNOWLEDGE AND SKILLS REQUIRED

- Ability to develop, carry out, explain, interpret, and enforce policy
- Ability to establish and maintain effective working relationships with internal and external personnel at all levels; manage internal resources effectively.
- Ability to maintain confidentiality
- Demonstrated experience with research standards/ethics
- Experience with project management, including budget planning, and data management systems
- Experience in programmatic or regional accreditation activities
- Skilled in quantitative (descriptive, correlational, comparative, and experimental) and qualitative (interviews, focus groups, case studies, content analysis) research methodologies—preferably within the context of higher education
- Verifiable ability to function as both a leader and a team member
- Working knowledge of commonly-used educational computer applications and services (e.g., Excel, statistical packages, database retrieval, Ellucian Banner, etc.)
- Written and interpersonal communication skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-time, 12-months, Exempt, and Non-Teaching Professional (NP) position

SALARY

\$70,000.00-\$85,000.00- based on experience

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

- MDCC Employment Application Form (**online only**)
- **Unofficial** College Transcript(s)
- Current Resume
- Valid Driver's License
- Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– February 3, 2026 at 5:00 p.m.