

MULTNOMAH UNIVERSITY
JOB DESCRIPTION
(January 1, 2023)

POSITION: Institutional Effectiveness Coordinator | 30 hours per week, remote or hybrid modality possible.

POSITION REPORTS TO: Director of Institutional Effectiveness

MISSION: *The Institutional Effectiveness and Research Coordinator is responsible for assisting in coordinating the institutional processes associated with institutional compliance, assessment, institutional research, and the collection, analysis, and reporting of information and data. The Institutional Effectiveness and Research Coordinator reports to the Director of Institutional Effectiveness.*

PRINCIPAL RESPONSIBILITIES:

Institutional Compliance (Accreditation and State Authorization)

- Assist in monitoring accreditation and state authorization compliance reporting and timelines
- Assist in the preparation and review of accreditation reports and requirements
- Willingness to become knowledgeable about compliance organizations' rules and regulations, performance measures, data collection methodology, and other regulatory data systems.
- Coordinate regular external reporting requirements

Research and Data Management

- Assist in data management, reporting, research projects, and survey development
- Coordinate planning for program outcomes assessment plans
- Coordinate the development of institutional effectiveness publications and data dashboards
- Assist in coordinating the dissemination of data to internal and external stakeholders

General Office Responsibilities

- Maintain and enhance electronic filing systems and all Office record keeping
- Facilitate scheduling of meetings and preparation of meeting agenda and minutes
- Assist in planning professional development opportunities and external reviews
- Assist in budgetary processes including preparation of purchase requisitions, tracking of expenses, and processing of invoices.
- Perform other duties as assigned.

Communication Skills and Work Habits:

Objective: Maintain a Christ-like testimony in all aspects of the job.

- Communicate openly and clearly in a Christ honoring manner, both within the department and outside the department.
- Represent Multnomah well in dress and actions.
- Show discernment in the use of time.
- Communicate regularly and openly with Supervisor/Director.
- Encourage an atmosphere of unity and collaboration among university departments.

QUALIFICATIONS:

- Required: bachelor's degree from a nationally accredited college (master's preferred).
- Two years of related work experience in data analysis, planning, and evaluation
- Strong written and verbal communication skills
- Demonstrated proficiency in using advanced office applications
- Strong organizational skills
- Ability to work independently
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General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, the job descriptions for all employment positions at Multnomah University contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be Christian role models in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 & 5:22.
- Employees will be actively involved in a local church.