



## **Executive Director of Institutional Effectiveness and Assessment \* SUNY Sullivan Loch Sheldrake, NY**

**Overview of Services:** SUNY Sullivan is seeking an Executive Director of Institutional Effectiveness and Assessment (FT) in Loch Sheldrake, NY.

The Executive Director (ED) of Institutional Effectiveness (IE) & Assessment will lead SUNY Sullivan in developing, implementing and revising comprehensive assessment programs that align resources with the Colleges strategic goals, continuous improvement objectives, and accreditation standards. Reporting to the College President, the Executive Director collaborates with executive leadership across the institution, including Executive Council, Presidents Cabinet, the ALO, and Director of Institutional Research and Technology.

The Executive Director partners with the Director of Institutional Research and Technology to oversee the collection, organization, analysis, and reporting of institutional data. They serve as a key resource for the President's Cabinet in establishing data and information for setting institutional priorities, assessing performance, and improving outcomes. The Executive Director participates in planning, policy formulation, budgetary decisions, and problem-solving, providing guidance and support for informed institutional decision-making. The ED will lead efforts to foster a culture of assessment and effectiveness at the College.

### **Requirements:**

Master's degree in education, educational administration, business, or related field.

Minimum of five (5) years of progressively responsible administrative experience with leadership, planning, analytic and management skills.

Exceptional communication skills with the ability to engage effectively with diverse stakeholders, including students, staff, faculty, alumni and community leaders.

Proven ability to mediate and gain consensus among varied constituencies.

Strong analytic and quantitative skills, including statistical expertise sufficient for overseeing institutional research.

Experience in a higher education environment preferred

### **Skills to perform job:**

Experience with data visualization tools (e.g., Tableau, Power BI).  
Strong proficiency in data analysis software (e.g., Excel, SPSS, SAS, R).  
Ability to query and extract data from student information systems (SIS).  
Knowledge of SQL or other programming languages for data manipulation.

**Responsibilities:**

Use assessment data to guide strategic planning and decision-making.  
Collaborate with leadership to ensure institutional objectives are met through effective planning and resource allocation.  
Lead the development and implementation of the institutions strategic plan.  
Work with academic and administrative units to create actionable strategies for continuous improvement based on assessment results.  
Oversee the development of key performance indicators (KPIs) to track progress toward strategic goals.  
Support divisions in utilizing data from the Institutional Research (IR) office to enhance program effectiveness.  
Ensure effective use of data in institutional planning and evaluation.  
Foster a culture of evidence-based decision-making related to academic and administrative improvement.  
Serve as a resource for faculty, staff, and administrators  
Oversee the academic and non-academic assessment process including data collection, and analysis of data related to the assessment plan.  
Coordinate college-wide efforts to improve student learning.  
Promote a campus-wide understanding of institutional goals and performance metrics.  
Inform the campus community about available research data.  
Perform other job-related duties as assigned by the College President or designee.

**Shift and Salary:** Position is Full-Time, 35 Hours a week, Mon-Fri, \$85,000.00 to \$95,000.00, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

**To apply** please submit your cover letter, resume, and the contact information including emails for 3 professional references (one supervisor) to [humanresources@sunysullivan.edu](mailto:humanresources@sunysullivan.edu)