

**Blackfeet Community College**



**Position Description**

**Institutional Researcher/ Accreditation Liaison Officer**

Department	Administration
Personnel Definition	Senior Administrator, Regular Full-Time
Term of Employment	26 Pay Periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• President</li> </ul>
Supervision Exercised	The levels of supervision exercised are: <ul style="list-style-type: none"> <li>• Institutional Research Administrative Assistant</li> </ul>
General Statement of Duties	Under the general supervision of the President, this position is responsible for monitoring and documentation of institutional outcomes and program assessment; coordination, implementation, reporting, and analysis of institutional data; and planning and oversight of accreditation processes including required reporting for Northwest Commission on Colleges and Universities and specialized accrediting bodies.
Specific Area of Duties	<ul style="list-style-type: none"> <li>• Promoting <ul style="list-style-type: none"> <li>○ Facilitation of mission fulfillment activities/reporting to Northwest Commission on Colleges and Universities (NWCCU) based on the fulfillment of BCC’s mission and core themes; including but not limited to meetings, correspondence, campus-wide training, and reporting to NWCCU;</li> <li>○ Collaborative creation of quantitative and qualitative data methods used to support campus programs, services, and operation staff/faculty to developing institutional assessment outcomes processes for them demonstrate the extent to which mission fulfillment is being accomplished campus-wide;</li> <li>○ Approving institutional data sharing through the Data Request Form and processing requests in approving the use of data both internally and externally;</li> <li>○ Overseeing ongoing academic/workforce faculty development related to assessment of student learning, as well as site visits, meetings, trainings, all other NWCCU proceedings;</li> </ul> </li> <li>• Providing <ul style="list-style-type: none"> <li>○ Relevant statistical/demographic information to be used for</li> </ul> </li> </ul>

institutional decision making, including the development of Key Performance Indicators that align institutional, program, and course outcomes/indicators/measures to the college's mission and core themes as well as the development of a Data Dash Board that supports accreditation recommendations;

- Collaboration with relevant entities for the collection of institutional data and information and orientating contributors to the annual requirements in the Data Reporting Cycle at the beginning of each academic year;
  - Coordination with the Registrar's office, other departments, and external reporting entities in the transmission of information into pertinent reports, including but not limited to the IPEDS data collection system to the U.S. Department of Education, ISC Annual Report to the Bureau of Indian Education, and the Non-Beneficiary Report to the Montana University System;
  - Sharing of data and written reporting for the Institutional Research Office as requested, by supplying functions such as narrative development and the release of documents by the Institutional Research Office to ensure quality, uniformity, consistency, and accuracy;
- Recognizing
    - Highlighting the accomplishments including individual accomplishments of student, faculty, staff or departments on campus through reporting and other institutional requests for information, including but not limited to speaking at campus events as well as other contributing to functions of the college;
    - Coordination of pertinent event logistics hosted by the Institutional Research Office;
    - Design and conduct research studies with particular emphasis on garnering relevant student outcomes/indicators/measures to address concerns such as but not limited to examining student learning/success, student satisfaction, student retention/persistence/completion and other student-related research questions requested by the college's leadership;
    - Coordination and preparation of annual, interim, substantive changes, and self-study reports for NWCCU, as well as identifying and communicating issues that need attention regarding compliance with NWCCU accreditation standards;
    - Maintains up-to-date knowledge in the field of institutional, program, and course level outcome assessment and provides training to campus-wide to encourage a culture of assessment.
  - Engaging
    - Collaborating with relevant entities to determine agenda items as well as the facilitation of proceedings of the Institutional Research office and other related events as requested including but not limited to

	<p>standing/special committees, grant development; and other campus-based initiatives;</p> <ul style="list-style-type: none"> <li>○ Development and implementation of data collection structures for the Institutional Research Office to supply stakeholder information from students, faculty, staff, community members, as well as other relevant entities to inform the institution using satisfaction surveys, community assessments, instructor course evaluations, and other assessment tools requested by the college’s leadership;</li> <li>○ Maintain significant involvement in institutional strategic planning processes, including development, ongoing program evaluation/review, and the communication of institutional goals, strategies, and outcomes with emphasis on student achievement through Student Learning Outcomes (SLO) and Institutional Support Outcomes;</li> <li>○ Coordinate and work closely with the BNIRB Chairperson/BNIRB members when requested, to network with board communication via email/postal as well as with research applications and scheduling monthly meetings;</li> <li>○ Other duties as assigned or critical to the function of the Institutional Research office and BCC or as requested by supervisor</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>● Minimum of master’s degree in an appropriate academic discipline with an emphasis on quality, program productivity, and evaluation of institutional programs and initiatives, using both quantitative/qualitative research methods; doctorate degree in an appropriate academic discipline preferred;</li> <li>● Minimum of five years’ relevant experience in a higher education management or leadership role with relevant experience includes assessment of student learning, data collection/analysis, and interpretation. Additionally, this position also requires project management and evaluation experience, specifically regarding accreditation processes/requirements and institution-wide strategic planning</li> </ul>
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> <li>● Knowledge of accreditation processes and requirements;</li> <li>● Knowledge of institutional assessment and effectiveness;</li> <li>● Knowledge of strategic planning processes;</li> <li>● Knowledge of project management and evaluation;</li> <li>● Knowledge of Blackfeet tribal, historical and cultural ways and means;</li> <li>● Knowledge of Tribally Controlled Community Colleges;</li> <li>● Knowledge of Tribal institutional review boards and indigenous research;</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>● Effective management and organizational skills;</li> <li>● Excellent oral and written communication skills</li> <li>● Proficient skills in computer applications including databases, spreadsheets, presentation and statistical software;</li> </ul> <p>Abilities Required:</p> <ul style="list-style-type: none"> <li>● Ability to work independently and without direct supervision;</li> <li>● Ability to attend to multiple projects simultaneously, and meet deadlines;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work effectively as a team leader and team member in setting goals, making decisions, and managing projects;</li> <li>• Ability to collect information, identify relevant facts, and derive logical conclusions</li> </ul>
Complexity	This person is required to have an extensive knowledge of the principles, techniques and ethics of assessment, evaluation and data analysis.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct day-to-day business operations of the Administration Department.
Physical Demands	Work is performed in a normal office/classroom environment, with normal demands of office/classroom work applicable. Walking, standing, and sitting at a desk are required. Some lifting will be required, i.e., books, equipment and other materials. The noise level in the work environment is usually quiet.
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• Employee Contract</li> <li>• BCC Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.</li> </ul>

***Certification***

***I certify that I have discussed my position description with my supervisor and I fully understand my duties and responsibilities as identified in this position description.***

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**