

Inviting Applications and Nominations

Director of Assessment

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE



West Virginia Northern Community College seeks an experienced professional with exceptional problem-solving and analytical skills to serve as **DIRECTOR OF ASSESSMENT**. The Director of Assessment will oversee the composition and coordination of assessments of student learning outcomes to help measure college, departmental, program, and course-level effectiveness. The position is based on the Wheeling campus and reports to the Provost. ***The preferred start date is September 1, 2021.***

VISIT WVNCC.EDU TO LEARN MORE.



Wheeling Campus



OUR MISSION

As a comprehensive community college, West Virginia Northern's mission is to educate and empower our community by providing open access to affordable, high-quality learning opportunities.

OUR STRATEGIC PLAN

https://www.wvncc.edu/docs/u7_BOG_SP-21-25.pdf

THE COLLEGE

West Virginia Northern Community College (Northern) enrolls 1,541 students across its three campuses in Wheeling, Weirton, and New Martinsville. Students are primarily from West Virginia, with 12 percent of those attending being from out of state. The College has 87 full- and 17 part-time staff members and 51 full-time faculty and 48 adjuncts. Faculty members bring both knowledge and experience to their classrooms, as well as a strong commitment to student success.

With its open-door enrollment policy, Northern admits all adults desiring postsecondary education. Northern has a robust dual enrollment program with partnerships with all high schools in the Northern Panhandle, including the West Virginia EDGE (Earn a Degree-Graduate Early), where career-technical students in selected programs earn college credit for technical courses. Currently, high school students account for 28 percent of the institution's total enrollment.

As a comprehensive community college, Northern provides 71 programs and courses in applied technologies, business career studies, computer information technology, culinary arts, education, healthcare professions, human services, criminal justice, and liberal arts. Workforce development is a key part of the mission and includes dozens of continuing education offerings. The College awards the Associate in Arts degree, Associate in Science degree, and Associate in Applied Science degree and offers nearly 20 specialized two-plus-two transfer programs with numerous four-year institutions. The College's online education courses continue to expand.

THE OPPORTUNITY

The Director of Assessment coordinates academic assessment activities to help measure college, departmental, program, and course-level effectiveness. The Director will work with faculty and staff across the College to build and manage a comprehensive model for academic assessment, including implementing and maintaining the assessment management software.

Assessment efforts include working with existing and new technologies to collect, interpret, and present data on student and institutional performance with a focus on continuous improvement.

The Director of Assessment will also ensure compliance with institutional and academic program accreditation guidelines.

ESSENTIAL FUNCTIONS OF THE DIRECTOR OF ASSESSMENT

- Plans, organizes, and coordinates college-wide strategic, comprehensive, and ongoing assessment programs, projects, and activities measuring student learning and institutional effectiveness.
- Partners with faculty, program directors, and division chairs to develop assessment plans to monitor progress towards program learning objectives and goals.
- Works with executive leadership to coordinate the assessment agenda.
- Coordinates assessment activities for compliance with Higher Learning Commission (HLC) standards related to assessment and institutional effectiveness;

and assists with other college and/or program specialized accreditations.

- Supports faculty and staff with the advancement of assessment and improvement of student learning through effective outreach efforts including consultation, training, mentoring, and resource development.
- Collects and reviews program accreditation/review assessment data to assist programs/schools in implementing findings for continuous improvement and identification of opportunities to expand student learning opportunities.
- Synchronizes information and activities with PIER: Planning, Institutional Effectiveness, and Research. Prepares reports based on interpretation of data to summarize findings and reports on the quality of institutional assessment efforts.
- Manages the assessment software including training faculty and staff on using software for assessment management.
- Provides assessment information to the college leadership to assist with institutional decision making in alignment with strategic planning. As directed, disseminates findings to appropriate stakeholders.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong written, verbal, and listening skills
- Effective interpersonal skills
- Excellent collaboration and team building skills
- Ability to work within tight timeframes and meet strict deadlines
- Excellent interpretation of complex statistical data
- Information sharing skills
- Skills in application of data to improve programs



Jill Loveless, Ph.D.
Provost

Dr. Loveless has been working in higher education for over 18 years, serving in several executive positions for a number of institutions. Previously, she worked as the Dean of Instruction at Mohave Community College and was in charge of administering the college instruction programs. This follows three years as Associate Dean of Humanities at Arizona Western College, where she supervised the Communications, Fine Arts, and Modern Languages departments. She earned a Bachelor of Science in Education from West Virginia University and a Master's degree in English from Broad Loaf School of English. In 2017, she received a PhD in Leadership in Higher Education from Capella University.

Weirton Campus at night



- Experience in a regulated environment. Knowledge of accreditation, FERPA, and other federal / state regulations affecting colleges

QUALIFICATIONS & EXPERIENCE

- Earned Master's degree from an accredited institution
- College teaching experience, with full-time college teaching experience *preferred*
- Leadership experience at the program/department level *preferred*
- Demonstrated experience in academic assessment, program development and management, data driven planning and decision making *preferred*
- Experience in a community college setting *preferred*
- Experience in curriculum design *preferred*

Downtown Wheeling with Northern's campus building in the foreground



Wheeling, West Virginia

Serving all three campuses, Northern's administrative offices are in the B&O Building, originally the passenger terminal of the Baltimore and Ohio Railroad, on the central campus in the City of Wheeling. Known as "the friendly city," Wheeling and the surrounding area have a rich heritage. The city has a population of 26,430, while the metro area has more than 147,950 residents.

Whether it's dining, shopping, or exploring, Wheeling is a treasure of one-of-a-kind experiences. The city combines a wonderful mixture of small-town characteristics and major market quality of life. Along with a low cost of

living, Wheeling boasts outstanding cultural attractions, a variety of entertainment venues, and ever-growing employment opportunities. Private and public schools are available.

The city is located on the Ohio River, between Ohio and Pennsylvania, in West Virginia's Northern Panhandle. The scenic riverfront location, proximity to mountains, festivals, parks and playgrounds, century-spanning historical sites, and award-winning events solidify the city as a great place to work, live, and play.

If seeking a more urban outing, Wheeling is less than an hour from Pittsburgh, PA, and two hours from Columbus, OH.

APPLICATION & NOMINATION PROCESS

Confidential applications/inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of interest that addresses the responsibilities and qualifications of the position
 - b) Current resume *or* curriculum vitae
 - c) At least five references with full contact information including e-mails (References will not be contacted without consent from applicant.)

- 2) Submit application packet (preferably as PDFs) to:

WVNCC-Assessment@myersmcrae.com

Additional information will be requested upon receipt of application.

Review of applications begins immediately and applications will be accepted until the position is filled.

Nominations

Submit nominations to:

WVNCC-Assessment-nominate@myersmcrae.com
with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Northern with this search.



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EXECUTIVE SEARCH AND CONSULTING
(478) 330-6222 **MyersMcRae.com**



West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status, or national origin in its employment policies and/or educational programs or activities, including admissions to such.