



**Job Title:** Institutional Effectiveness/Strategic Planning Coordinator  
**Reports To:** Director, Institutional Research and Effectiveness  
**Department:** Institutional Research and Effectiveness  
**Classification:** Full-Time Exempt, 12-months, Benefits Eligible, Grant Funded

### **Position Overview**

Under the direction of the Director, the Institutional Effectiveness/Strategic Planning Coordinator ensures multiple cross-functional teams meet strategic planning-related timelines and deliverables effectively and efficiently. Determines project benchmarks, tracks, monitors, and measures progress and outcomes. This position is responsible for monitoring and supporting planning and accreditation efforts by developing reports for SACSCOC accreditation efforts. Responsible for providing administrative support and maintaining all administrative functions for planning and coordination.

### **Responsibilities**

- Provide support to the colleges IPAC committee
- Provide support to the colleges QEP committee
- Develop accreditation reports
- Maintain compliance reporting calendar
- Set priorities for planning and assessment efforts
- Produce planning and assessment progress reports
- Develop timelines for accreditation activities
- Monitor times limes and submission dates for accreditation activities
- Prepare reports
- Present assessment findings
- Assess adherence to completion of accreditation task
- Assess college goals
- Identify areas that need improvement

### **Required Qualifications**

- Bachelor's degree, Masters preferred
- Minimum of five years related experience in higher education, accreditation and research

### **Knowledge, Skills & Abilities**

- Leadership and managerial principles
- Cultural proficiency and social justice principles
- Resource allocation
- Budgeting principles and financial management practices
- Customer service principles and practices
- Strategic planning principles
- Public relations principle
- Higher education principles and practices.
- Business process mapping and analysis, data modeling, database concepts, and workflow
- Excellent interpersonal and communication skills
- Working knowledge of accreditation requirements

- Ability to problem solve
- Ability to interpret relevant data
- Review and monitor planning efforts throughout the college

## **WORKING CONDITIONS AND PHYSICAL EFFORTS**

While performing the duties of this job, the employee is regularly required to sit, use hands, to talk, and to hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume or Curriculum Vitae
- Unofficial Transcript of highest educational level completed
- 3 references including email addresses

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**