

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Director of Continuing Education and Institutional Research
<b>DEPARTMENT</b>	Academic Administration
<b>CATEGORY</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	Leadership III
<b>REPORTS TO</b>	Vice President for Academic Administration

**POSITION SUMMARY**

The primary focus for this position is developing and maintaining diploma and certificate programs with a secondary emphasis on institutional research. The Director is responsible for writing proposals to the government to apply for diploma and certificate programs, and ensuring that program outcomes support the strategic priorities of Burman University and meets the needs of the communities it serves. Working with the various programs on campus, members of the Burman community, and representatives from regional communities, agencies, and businesses, the Director identifies opportunities and secures agreements for partnerships, including practica and internships. The Director articulates program and course goals; provides leadership and oversees curriculum development; and reviews and evaluates the viability and effectiveness of programs, recommending revisions as needed. The Director oversees curricular design and resource development to ensure they are of high quality and conform to the regulations and policies of the institution, its partners, and all relevant regulatory bodies. The Director also oversees the evaluation of instructors to ensure they demonstrate the instructional skills and expertise needed to provide continued education. The office of the Director is the go-to data place for all information related to the academic programs.

**ESSENTIAL JOB FUNCTIONS**

- Develop proposals for Diploma and Certificate Programs based on constituency and community needs along with student interest in alignment with the strategic priorities of the university.
- Identify opportunities and secure agreements for collaborative partnerships.
- Articulate program goals and oversee curriculum and resource development.
- Implement an assessment mechanism for the programs ensuring all programs conform to professional regulatory expectations.
- Oversee evaluation of diploma and certificate program instructors.
- Define, collect, maintain, analyze, and disseminate official institutional data.
- Assist or provide data in compiling government mandated reporting requirements (e.g., CIP, Advanced Education Annual Report, CAQC Annual Report, 6-year Cyclical reports, LERS, etc), participates in national surveys, administers and publishes institutional data pertaining to students, graduates, and employees.

- Make data available to internal and external stakeholders for the purposes of informing, decision-making, strategic planning, budgeting, and measuring effectiveness.
- Conduct quantitative and qualitative research, identify, and present institutional data trends regarding students, faculty, and accreditation requirements, strategic planning, enrollment management, outcomes assessment, institutional effectiveness assessments, campus climate, student satisfaction, and alumni placement and success records.
- Prepare periodic reports and dashboard visualizations related to enrolment, admissions, retention, degrees awarded and graduation rates, demographics and student characteristics, student outcomes (e.g. course completion rates, licensure rates), employees, and other related measures.
- Serve as a resource to faculty and staff requiring research assistance for program accreditation, program reviews, and other critical ad hoc requests, and prepares all the data required for the CAQC cyclical reviews and annual reports we conduct annually.
- Complete other tasks as assigned by the Vice President for Academic Administration.

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION**

- Doctoral degree with emphasis on a quantitative area of study is preferred. Minimum qualifications - A Master's degree in education, business, or related field, or combination of relevant education, work experience, and community involvement.

### **EXPERIENCE**

- Prior experience in higher education.
- At least two years of experience in an institutional research environment using inferential statistics.
- A minimum of 5 years of administrative, supervisory, and leadership experience.
- Proven experience developing and managing continuing education, special interest, and professional development programs at a post-secondary institution.
- Preference for candidates with experience in continuing education and post-secondary programming.
- Proven experience establishing partnerships and working with community organizations and businesses.

- Proven experience identifying, directing, and managing projects related to the design, development, and delivery of training programs that meet the needs of the community, businesses, and/or organizations.
- Proven experience developing workshops and/or educational training programs.
- Proven experience writing proposals and making presentations
- Superior oral and written communication skills, highly developed and persuasive interpersonal skills.
- A strong record of initiating and stewarding external relationships with potential clients and stakeholder groups. Solid time-management skills and organizational, as well as, budgeting and financial management skills in contract negotiations.

#### **SKILLS & RESPONSIBILITY**

- Demonstrated experience with statistical software, fluency in at least one statistical package (e.g., SPSS) and the ability to write code for data analysis, and being proficient in data management software (e.g., CAMS).
- Demonstrated database management skills, including experience with relational databases.
- Demonstrated experience creating dashboard visualizations using Tableau or similar product (e.g., Power BI, Qlikview, Watson).

#### **EFFORT & ADDITIONAL ATTRIBUTES**

- Some travel required
- Manual dexterity required to use desktop computer and peripherals
- Work involves a high degree of alertness and concentration to complete job tasks.
- Ability to exert light physical effort (up to 5kg)
- Dedication to completing work and projects, extra hours as needed
- Dedicated and active member of the Seventh-day Adventist Church; Passionate about Adventist education and supporting the vision and mission of Burman University.