Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Campus. Preference will be given to internal applicants.

Applications will be accepted until position is filled, with preference being given to those received on or before January 3, 2023.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

Job Summary:

The Vice Provost provides leadership in the effective use of data and analysis towards continuous improvement of outcomes related to the College mission. The Vice Provost oversees institutional accreditation efforts to maintain compliance and engage in ongoing, comprehensive, and integrated research-based planning and evaluation processes. This position leads institutional research activities, including collecting, analyzing, interpreting, and reporting information for use in data-driven decision making.

QUALIFICATIONS:
Master degree from a regionally accredited institution. Minimum of 4 years of research related tasks. Strong analytical, quantitative, written, and oral communication. Demonstrated proficiency in word processing, spreadsheet, and database applications. Experience in being involved with multiple projects, problem solving, and working with diverse groups. Ability to assist in the development of written reports, including conclusions and recommendations based on factual and objective analysis. Understands the mission of technical and community colleges. PhD preferred with some teaching experience.

Preferred:
Doctorate and 5 years of professional experience working at a community college.
RESPONSIBILITIES:

Maintain knowledge of the accreditation standards and facilitate the collection, maintenance, and retrieval of the data to support the College’s accreditation.

Oversee the College’s compliance and accreditation efforts related to assessment and assessment cycle planning. Prepare related applications and reports for institutional accreditation team visits. Collaborate with college administration, faculty, and campuses to ensure that department and program assessment plans are designed, implemented, analyzed, maintained and reported on in a manner that fosters student learning as well as curricula and program improvement.

Provide leadership and is responsible for ensuring that institutional information needed by college leadership is provided in an appropriate and timely manner. Directs and manages the extraction of information from applicable databases and other sources. Develops, implements, and administers data collection and uses processes to ensure consistency and protection of all data. Creates and enforces data policies for the College.

Direct the institutional research and effectiveness functions for the College and collaborates with others to ensure that the institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes.

Lead institutional effectiveness, assessment unit reporting, and institutional data reporting. Administer the development and distribute annual reports on institutional effectiveness and on the integration of program review and student learning outcomes assessment into a single, coordinating methodology; the continuous maintenance and development of an electronic methodology for storing pertinent information related to student learning and automatic reporting.

Manage the faculty credentialing process and database, in collaboration with the Human Resources department and academic officers; compiles annual faculty roster for the College. Ensures detailed documentation related to adequate credentials is maintained for each faculty member per qualifying course.

Facilitate the completion of internal and external data and survey requests and the preparation of specialized reports in compliance with state, federal, or other regulatory agencies. Works closely with the institutional accreditation liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Maintain a central repository of research data that has been collected, analyzed and published via a variety of documents/reports such as the College Fact Book. Maintain internal and external dashboards for various initiatives. Develop and maintain College webpages related to institutional effectiveness, assessment and institutional reporting.

Provides information, expertise, and support for major institutional initiatives such as strategic planning efforts, new reporting mandates, grant work (both data collection and evaluation plans), and quality enhancement plans.

Assist in the adoption and implementation of business intelligence software and technologies related to institutional research and effectiveness needs.
Oversee design, development/acquisition, and implementation of internal and external surveys.

Perform other duties as directed by the Vice Chancellor of Academic Affairs and Provost.

**KNOWLEDGE, SKILLS, & ABILITIES:**

**Skills/Abilities:** Application and intermediate knowledge of office practices and procedures. Intermediate computer skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work-related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills. Should have knowledge of document-imaging technology. Must be able to maintain current social media websites.

**Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**
Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.