SOUTHERN UNIVERSITY LAW CENTER

261 A.A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

(225) 771 – 2552
FAX (225) 771 - 2174

JOB DESCRIPTION

Analyst for Institutional Effectiveness

As a member of the Vice Chancellor for Institutional Accountability and Accreditation's team, the Analyst for Institutional Effectiveness, an exempt position, is responsible for reviewing, researching and processing data related to institutional compliance in areas such as the development of a comprehensive, integrated system of data accountability collection, research, assessment, evaluation and reporting that supports strategic, academic and operational planning. Other duties include preparing reports for the Vice Chancellor for Institutional Accountability and Accreditation and participate in on-site evaluations. Analyst will participate in the SACSCOC Accreditation, ABA Accreditation process, and AALS Membership process as assigned by the Vice Chancellor for Institutional Accountability and Accreditation.

Essential Functions:

- Reports to the Director of Institutional Accountability and Professional Development.
- Assists with the development and implementation of policies and procedures to ensure that all external reporting mandates for SULC are met.
- Assists with the development of a comprehensive, integrated system of data collection, research, assessment, evaluation and reporting that supports strategic, academic and operational planning.
- Evaluates progress on key strategic goals, works with faculty to assure academic quality, and seeks solutions to achieve effective programs and operations.
- Synthesizes diverse data points into a coherent set of actionable findings and recommendations for institutional planning
- Reviews SULC Program Reports, SACSCOC, and other institutional accountability related activities.
- Prepares the analysis of complaint and compliance reports required by SULC for its meetings and/or conference calls, including the assessment of applicable compliance issues, highlighting concerns, and providing notations as to which Standards of Accreditation are in question.
- Assists to ensure that all Faculty Committee Assignments meet the requirements of SACSCOC and in compliance with the Governance documents.
- Assists with correspondence to schools, SACSCOC and other regulatory agencies.

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- Develops a profound understanding of SACSCOC processes and procedures, the SACSCOC Standards of Accreditation, and be able to discuss requirements with key constituents.

Qualifications:

- Bachelor's Degree or higher in Business, Law or Public Administration with at least 3 years of relevant experience in a university environment. Familiarity with university-based research and graduate education. Ability to work collaboratively and foster a cooperative work environment with senior leadership, faculty, university administration, students and staff colleagues.
- Strong analytical and auditing skills with the ability to synthesize data and report accurate information
- Must be able to communicate effectively to the SULC senior leadership as well as stakeholders (school administration, students, etc.)
- Strong communication, word processing, and database skills (experience with Microsoft Access desirable)
- Must possess strong organizational skills.
- Ability to self-motivate and multi-task while working on various projects and to work with confidential material in a collegial manner.
- Must be professional, team oriented, self-disciplined, and possess strong relationship and conflict resolution skills.
- Excellent writing, editing, and word processing skills.
- Proficiency in Microsoft Office.
- Additional duties and responsibilities as assigned.

Application Process:

Submit a cover letter, resume, and contact information for three (3) references to IAA@sulc.edu.
Contact person: Vice Chancellor Regina Ramsey.