

Wabanung Campus
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Arts & Agriculture Center
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KBOCC Mission Statement: Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

JOB DESCRIPTION

POSITION: Director of Enrollment Management and Institutional Effectiveness

DEPARTMENT: Office of Institutional Effectiveness (new)

SUPERVISORY CONTROL: President

SALARY: Grade 12

SUMMARY:

The Director of Enrollment Management and Institutional Effectiveness is responsible for providing direction and oversight in enrollment management and institutional effectiveness for continuous improvement and student success. This role is responsible for managing a team that coordinates initiatives related to enrollment management, assessment and continuous improvement, accreditation, program review, and strategic planning. This role is a key position that works collaboratively with leadership, the Board of Regents, faculty, and staff in shaping and implementing initiatives that enhance student success and contribute to overall institutional effectiveness.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in science, social science, educational research, or related field that includes data analysis, data interpretation, and/or research methodology.
- Minimum of 3 years of relevant experience in the design and implementation of assessment programs, regulatory reports, accreditation, survey research, and institutional research and planning or effectiveness.
- Knowledge of best practices and current trends in enrollment management and/or institutional effectiveness.
- Proven leadership success including the ability to motivate and lead positively through change and collaborate with others to reach common goals.
- Proven success in grant writing and management.
- Strong communication and interpersonal skills, with the ability to effectively engage diverse stakeholders. Must be comfortable presenting and speaking to groups of all ages and backgrounds.
- Proven analytical skills involving the use of data to inform decision-making and budgeting.
- Commitment to diversity, equity, and inclusion in all aspects of enrollment management and institutional effectiveness.

- Working knowledge or experience with tribal communities, understanding the unique challenges and opportunities in tribal education.
- Familiarity with analytical tools, databases, and technology for enrollment management and institutional effectiveness.
- Proficiency in Microsoft Office.
- Must be able to lift 50 lbs. and ability to bend and ability to stand for long periods of time.
- Must be able to travel out of town to attend professional development, conferences, meetings, etc.
- Must possess a valid MI driver's license, have a good driving record, dependable vehicle, and vehicle insurance.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
 - Crimes of violence
 - Sexual assault
 - Exploitation
 - Contact with or prostitution
 - Crimes against persons
 - Offenses committed against children
 - Child abuse or neglect
 - Molestation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively engage the Anishinaabe mission and identity of KBOCC by modeling the Seven Grandfather values and integrating language and cultural traditions in programs and services.
- Directs the implementation of internal operations for the Office of Institutional Effectiveness:
 - Directs planning, coordinating, administering, and evaluating programs, projects, processes, systems, and standards.
 - Supervision of staff.
 - Secures grant funding and resources for long-term sustainability of department and its functions.
 - Develops staffing and budget priorities for all areas supervised.
- Serve as Project Director for American Indian College Fund grants and other grants related to enrollment management and student success. Provide administrative support and ensure timely submission of all annual and final reports and successful achievement of grant objectives and resources.
- Lead institutional accreditation management efforts:
 - Serve as the College's Accreditation Liaison Officer (ALO) for HLC, ensuring compliance with standards and guiding the preparation of accreditation reports and substantive change applications.
 - Coordinate and lead accreditation reviews, self-studies, and support programmatic/specialized accreditation efforts working collaboratively with faculty and staff.
- Develop, implement, and oversee a comprehensive institutional effectiveness framework to assess and improve academic, administrative, and operational effectiveness:
 - Oversee the coordination of a college-wide assessment system, management of program reviews, and evaluations to ensure continuous improvement and compliance with accreditation standards.

- Use data analytics to measure and report on institutional performance and identify areas for improvement.
- Develop, manage, and oversee a coordinated institutional research function:
 - Direct data collection, dissemination, and use to support institutional decision-making and strategic planning, and actionable insights for academic and administrative units.
 - Directs the completion of federal and other mandated reports, ensuring they are completed accurately and on time.
 - Oversees responses to internal and external requests for data.
 - Coordinate the development and implementation of policies and procedures to support data governance, integrity, and sovereignty.
 - Oversee the establishment of research standards and protocols.
- Facilitate the evolution, development, and execution of the College's strategic plan in collaboration with leadership:
 - Assist with the coordination, development, and implementation of a systematic strategic planning process.
 - Gather data, complete analyses, and develop reports to inform and facilitate planning and evaluation.
- Lead the development, implementation, and coordination of a strategic enrollment management plan in collaboration with faculty, staff, and administrators:
 - Establish and chair a collaborative, institution-wide team or committee focused on student success that meets regularly.
 - Develop, implement, and evaluate a comprehensive enrollment management plan aligned with the College's mission and goals.
 - Analyze demographic trends, market demand, and community needs to identify opportunities for enrollment and institutional growth and program and service development.
 - Collaborate with directors, deans, academic departments and student services to align enrollment goals and student success initiatives with institutional priorities using data-informed approaches.
 - Work closely with admissions staff to coordinate recruitment and marketing efforts to attract a diverse and qualified student population, with a particular emphasis on engaging tribal communities.
- Stay informed of good practices, trends, and changes in higher education, enrollment management, and institutional effectiveness.
- Engage in professional development activities to enhance leadership, institutional effectiveness, and enrollment management skills.
- Other duties as assigned.

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

Closing Date: Open Until Filled

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of references, and your certifications/official transcripts to:

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation

Official KBOCC applications can be found on our website:

<http://www.kbocc.edu/employment/>