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# Southeastern Community College

# EMPLOYMENT OPPORTUNITY

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## **Director of Strategy, Planning and Effectiveness**

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

### **Purpose and Function of the Position**

The Director for Strategy, Planning and Effectiveness reports to the Vice President for Administrative Services and provides leadership and oversight to the strategic planning, institutional effectiveness, grants administration, and enrollment management processes within the College. The Director will develop and implement a comprehensive, college-wide institutional effectiveness program that coordinates strategic planning, enrollment management, and the College's grants portfolio with all areas of the College to promote a high level of performance through the establishment and attainment of rigorous and relevant performance measures. The Director will serve on the College's Leadership Team and plan, lead and/or facilitate the discovery, implementation and management of key strategic and institutional effectiveness initiatives.

1. Lead the development of an accurate and reliable system for reporting strategic and supporting performance measures.
2. Facilitate the development and implementation of a comprehensive, multi-level strategic plan.
3. Monitor the implementation of the strategic plan and compile the plan's completion status.
4. Develop and implement a comprehensive, institutional effectiveness system that guides the College's strategic plan and meets SACS COC requirements.
5. Manage the College's grant portfolio to support strategic initiatives across the College.
6. Lead or facilitate the effort to pursue grant funds in support of strategic objectives.
7. Develop and implement a grants administration process to pursue grant funding to support the strategic plan.
8. Develop and coordinate a comprehensive, college-wide enrollment management plan.
9. Provide a high level of customer service to all internal customers.
10. Provide supervision to the Research & Reporting Coordinator to meet research, planning, analysis, and reporting requirements.
11. Possess the ability to meet federal, state, NCCCS, and other reporting requirements including IPEDs.

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12. Develop and deliver reports and presentations that clearly communicate the college's message to a wide variety of internal and external audiences.
13. Coordinate the development and implementation of special projects as assigned.

**Minimum Requirements for the Position**

1. Bachelor's degree from a regionally accredited university.
2. Three or more years of experience in strategic planning, institutional effectiveness, grants administration and/or enrollment management.
3. Three or more years of experience working at a community college, other higher education institution, or within a similar education or business entity.
4. Ability to manipulate and analyze data to uncover meaningful trends and recommend action items.
5. Strong oral and written communications skills
6. Ability to effectively present data in an understandable way to a wide variety of internal and external audiences.
7. Ability to collaborate with faculty and staff to use data to make informed decisions.
8. Ability to promote a data-driven culture with the college.
9. Ability to train others in the use and analysis of data and the use of reporting tools.

**Preferred Requirements for the Position**

1. Master's degree from a regionally accredited university.
2. Six or more years of experience in strategic planning, institutional effectiveness, grants administration and/or enrollment management.
3. Six or more years of experience working at a community college, preferably within the North Carolina Community College System.
4. Experience with Ellucian Colleague and Informer Report Writer.

**A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Initial review of applications will begin on September 18, 2017 and will continue until the position is filled.**

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. [www.sccnc.edu](http://www.sccnc.edu)

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