POSITION TITLE  Director of Quality Enhancement Plan

Under the direction of the Provost/Vice President of Academic Affairs, the QEP Director provides leadership and organization for the implementation of the Quality Enhancement Plan, the completion of all QEP initiatives, and the completion of all required reports to the institution and to outside agencies.

QUALIFICATIONS
- Minimum Masters degree, Ph.D. preferred in Reading
- Experience in budget, supervision, educational planning and project management
- Strong interpersonal and communication skills
- Ability to collaborate effectively and openly with diverse campus entities
- Experience in assessment and results-oriented focus
- Strong organizational skills with an attention to detail

PERFORMANCE RESPONSIBILITIES
- Work closely with the Office of Institutional Planning, Research, and Assessment to analyze the effectiveness of the QEP
- Make regular reports to the QEP Implementation Committee
- Collaborates with the Office of Assessment to conduct assessment research as needed, analyzes data/information for QEP objectives, and prepares and present results and findings for dissemination, as appropriate
- Stay current on best practices related to the QEP
- Facilitate workshops, training, and other opportunities to disseminate knowledge to campus stakeholders
- Implement and assess the cross-curricular and co-curricular activities related to the QEP
- Manage the grant/stipend/incentive activities related to the QEP
- Coordinate faculty in QEP-related activities (including collection of assessment data and faculty development)
- Performs other related duties as assigned

QUALITIES AND CHARACTERISTICS
Demonstrates
- Trustworthiness
- Confidence
- Enthusiasm
- Initiative
- Flexibility
- Sound work ethics
Proven Skills
- Listening skills
- Team player

SUPERVISION AND EVALUATION
- Performance of this job will be evaluated annually by the immediate supervisor in accordance with provisions of the Jarvis Christian College’s Administrative Policies & Procedures.

PROFESSIONAL PRESENTATION
- Success in the workplace depends on a strong commitment to the tasks assigned, respect for others and confidentiality in handling, and dealing with prospects, and sensitive constituent information
- Honesty, integrity, and treating others with respect are expected at all times
- Good presentation skills which include, but not limited to, professional dress/business attire, excellent personal grooming, and excellent verbal, as well as, written skills

PROFESSIONAL GROWTH
- Assume responsibility for own professional growth and development, keeping current of best practices in area of responsibility

ETHICAL BEHAVIOR
- Adhere to the Jarvis Christian College Code of Ethics.

TERMS OF EMPLOYMENT
- Twelve (12) month position

Approved by Supervisor______________________________ Date___________

Reviewed & Agreed to by Employee____________________________ Date___________