

Job Description: Associate Director of Institutional Effectiveness
Reporting to: The President
Date of joining: As soon as possible

Summary

The Institutional Effectiveness office at RIT Dubai is responsible for the compliance of the university and its programs with all quality standards that are required from the institution. The office is therefore responsible for all the coordination and communication with accreditation and licensure bodies as well as the collection and analysis of data that has impact on the effectiveness of the university programs and operations in achieving established goals.

General Duties and Responsibilities of this position:

- Lead the creation of the institution accreditation and licensure calendar and manage all its deliverables with all the constituencies including internally within the UAE, e.g. the Ministry of Higher Education and Scientific Research (MOHESR) and the Knowledge and Human Development Authority (KHDA), externally, e.g. the Middle States Commission on Higher Education (MSCHE), and program specific like the ABET accreditation for Engineering and Technology and the AACSB accreditation for Business.
- Work with all university departments to make sure that they are establishing all the processes that will ensure compliance with all imposed standards
- Manage all communications with accreditation and licensure entities in a timely and professional manor
- Support all university departments with all their accreditation compliance tasks and with the creation of all relevant accreditation documents
- Monitor the result of the various quality assurance processes. Collect and analyze quality related data. Work with the relevant departments to address any issues
- Manage the creation and publication of all university documents that incorporate its regulations, standards, policies and procedures. Perform that annually incorporating all approved modifications and based on an established calendar
- Provide orientation to university staff and faculty on accreditation and licensure standards and their evolution
- Communicate regularly and effectively with the VPAA and the department chairs on matters related to the Institutional Effectiveness office

Job Requirements:

- **Technical Competencies:** Microsoft Office: Word, PowerPoint, Outlook, Excel
- **Interpersonal Competencies:** Student-centered approach. Ability to multi-task and manage multiple projects simultaneously. Analytical Skills. Excellent English verbal and written communication skills.

Application Procedure

- Please email your resume & cover letter to careersdubai@rit.edu
- Subject line must include the source, your name and position you are applying for; e.g.: RIT Dubai website - <Your Name> - Associate Director of Institutional Effectiveness