

## JOB DESCRIPTION

### INSTITUTIONAL EFFECTIVENESS OFFICER

JOB DETAILS			
Position Title:	Institutional Effectiveness Officer	Grade	
Department/Division:	Institutional Effectiveness		
Reports to:	Institutional Effectiveness Manager		
Supervises:	None		
Last Updated on:	June 9, 2020		

#### **Job Purpose**

The Institutional Effectiveness office at RIT Dubai is responsible for the compliance of the university and its programs with all quality standards that are imposed on 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 quality and effectiveness of the university programs and operations.

#### **Main Duties and Responsibilities:**

Support the Institutional Effectiveness Manager of IE office with the following tasks:

- Maintains administrative functions for the unit as required.
- Drafts various documents and correspondence within the unit.
- Liaison with academic faculty, chairs and various administrative departments.
- Assists in monitoring accreditation compliance reporting and timelines.
- Supports the university departments with the accreditation compliance tasks.
- Assists with the preparation, review and submission of accreditation reports and requirements.
- Provides support with respect to department related issues; research and investigates issues to point of resolution.
- Develops, maintains, and updates queries and reports to fulfill recurring data as needed for internal and external reporting requirements.
- Creates and provides reports and data sets to support timely decision making and maintains various survey instruments and reporting.
- Assists with the coordination and dissemination of data required for planning, analyzing, and reporting processes.
- Maintains current knowledge of all aspects of RIT policies and procedures.
- Supports with the creation and publication of all university documents that incorporate its regulations, standards, policies and procedures.
- Performs other related duties as assigned by the IE Manager.

### **Required Minimum Qualifications**

- Bachelor's Degree required
- Working knowledge of data management systems.
- Experience working in higher education setting.
- Experience working with KHDA and Ministry of Education.
- Demonstrated knowledge and skills in accreditation, institutional effectiveness and quality assurance.
- Interpersonal Competencies: Student-centered approach. Ability to multi-task and manage multiple projects simultaneously. Analytical Skills. Excellent English verbal and written communication skills. Understanding of assessment essentials in higher education. Ability to maintain strict confidentiality related to sensitive information.

### **APPLICATION PROCEDURE:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following items in your application:

- Subject line must include the source, your name and position you are applying for; (Mr. John Smith – IE Officer)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at [www.dubai.rit.edu](http://www.dubai.rit.edu).