JOB DESCRIPTION

INSTITUTIONAL EFFECTIVENESS OFFICER

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<th>JOB DETAILS</th>
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<td><strong>Position Title:</strong></td>
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<td><strong>Department/Division:</strong></td>
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<td><strong>Reports to:</strong></td>
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<td><strong>Supervises:</strong></td>
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**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 with the following tasks:

- Maintains administrative functions for the unit as required independently.
- Drafts various documents and correspondence within the unit.
- Liaison with academic faculty, chairs and various administrative departments.
- Assists the IE manager in monitoring accreditation compliance reporting and timelines.
- Supports the university departments with the accreditation compliance tasks.
- Assists the IE manager 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 the IE manager 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 in relevant field.
- Working knowledge in using data management systems, software, database applications, Word, Excel and PowerPoint
- Experience in working at higher education settings.
- Experience working with KHDA and Ministry of Education.
- Demonstrated knowledge and skills in accreditation, institutional effectiveness and quality assurance.
- Demonstrated skills in writing and reporting with precision and clarity.
- Interpersonal Competencies: Student-centered approach, flexibility and 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 and ability to maintain strict confidentiality related to sensitive information.

**APPLICATION PROCEDURE:**

Please email your application to 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 found. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.