

**Commission on Institutions of Higher Education
New England Association of Schools and Colleges**

Vice President

The Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges invites applications for the position of Vice President of the Commission. This position is one of five professional positions serving the Commission. The Commission on Institutions of Higher Education is the regional accrediting organization for the six New England states. The Commission accredits approximately 235 colleges and universities. Its offices are located in Burlington, Massachusetts.

The Commission seeks an exceptionally qualified individual with the skills and qualities to have a significant impact on the achievement of its dual purposes: quality assurance and quality enhancement among affiliated institutions. To this end, the Vice President will oversee and give direction to the Commission's research and data management activities, including ensuring CIHE staff have accurate and timely data for informing internal decision-making, policy development, strategic planning, and other assessment efforts; have primary responsibility for maintaining the Commission's database; develop analytics, dashboards, and reports, with emphasis on measures of student success; substantively interact with institutions involved in the accreditation process, providing information, advice, and encouragement, particularly with respect to institutions' use of data in accreditation reports; and support and advance the deliberations of the Commission and its committees. In addition, the Vice President works independently and in concert with other members of the staff to undertake and provide direction to various Commission activities and otherwise to contribute to the successful accomplishment of its purposes. The position involves some travel. As a part of each activity, the Vice President will assess its effectiveness toward contributing to the achievement of the Commission's purposes and undertake improvements where necessary.

The successful candidate will have an earned doctorate and at least five years' current or recent experience in an institution of higher education, preferably in New England, resulting in a knowledge and understanding of issues confronting colleges and universities, particularly as they relate to academic quality; an understanding of, experience with, and commitment to regional accreditation; significant experience working with complex data sets, relational databases, data warehousing, data management, and ensuring data integrity; competence in statistical analysis and modelling and office technology, including e.g., ACCESS and Salesforce; the demonstrated ability to write and speak effectively; a strong capacity for self-motivation and the ability to work independently as well as the demonstrated ability to work as part of a team; exceptional analytic, interpersonal and organizational skills; and a high tolerance for ambiguity. The Commission also seeks a person of good cheer with a sense of humor who exhibits uncommon civility.

Salary and benefits are competitive and are commensurate with qualifications and experience.

The anticipated starting date for this position is between July 1, 2018 and September 1, 2018. Screening of applications will begin immediately and continue until the position is filled. Applications received by April 13, 2018 will be assured full consideration.

Individuals wishing to apply should send a letter of interest, their current résumé, and three writing samples to:

Barbara Brittingham, President
c/o Betsy Coldewey
e-mail: bcoldewey@neasc.org