



**Bunker Hill  
Community College**

imagine the possibilities



**Associate Dean  
of Institutional Planning  
and Assessment**



## Associate Dean of Institutional Planning and Assessment

**Bunker Hill Community College** ([www.BHCC.edu](http://www.BHCC.edu)) is one of the most diverse and vibrant institutions of higher learning in Boston, Massachusetts, that hosts nearly 1,000 international students representing 105 countries who speak more than 75 languages. The College seeks a dynamic, **Associate Dean of Institutional Planning and Assessment** to lead strategic planning and college-wide assessment in alignment with the College's mission and values, and its commitment to equitable student outcomes. Reporting to the Dean of Academic Affairs, Research, Assessment and Planning, the Associate Dean of Institutional Planning and Assessment supports strategic planning and assessment activities as part of an institutional culture that promotes and leverages research and data analysis in decision making.



To align with these goals, the Associate Dean will:

### **Essential Duties and Responsibilities:**

- Lead, coordinate, and monitor institutional planning activities through innovative and collaborative strategic and annual planning efforts across the college. This will include:
  - Partnering with institutional leadership and college stakeholders in the review and development of strategic plans
  - Leveraging data in strategic decision-making campus-wide through relationship building and compelling communication
- Lead the development and implementation of an integrated assessment and evaluation system across the institution
- Oversee the regular cycle of unit reviews for curricular and co-curricular programs, and administrative areas in collaboration with the project management office, programs and unit heads
- Provide leadership in the office of Institutional Effectiveness as it engages in and develops relevant, equity-minded, high-quality data collection and analysis, research, and evaluation
- Oversee and support institutional and programmatic accreditation activities, to include collaborating with faculty, staff, and administration to sustain adherence to NECHE accrediting standards
- Support and coordinate faculty and staff research and pilot projects
- Hire, supervise, and support IE staff and manage departmental workflow
- Represent the Office of Institutional Effectiveness on various College projects, and in local, regional, and national affiliations

### **Education and Experience**

- Master's Degree in a relevant field, or an equivalent combination of education and professional experience; doctorate preferred
- Minimum of 5 years of progressively responsible experience, preferably within strategy development, project leadership, data and institutional research, managing employees, and collaboration with faculty and campus stakeholders
- Knowledge of best practices in higher education assessment, data analysis and information communication.
- Demonstrated commitments to equity, diversity and inclusion
- Strong analytical skills, and quantitative and qualitative research knowledge and experience
- Experience with data visualization
- Knowledge of regional accreditation requirements in support of institutional compliance and related to planning and assessment
- Current knowledge of federal and state higher education policies, issues, and trends
- Experience working with faculty in a shared governance environment





### **About Bunker Hill Community College:**

Bunker Hill Community College (BHCC) is a multi-campus institution with vibrant, urban campuses in Boston, Massachusetts, in nearby Chelsea, Massachusetts, and at several satellites and instructional sites throughout the Greater Boston area. The largest of the 15 community colleges in Massachusetts, BHCC serves some 18,000 students annually, focusing on holistic student services to ensure student retention and persistence. The College offers certificates and associate degrees, early college and dual enrollment, non-credit community and corporate training, and industry-specific training programs. BHCC is the 8th most diverse higher education institution in the United States and is an Asian American and Pacific Islander Serving Institution. Bunker Hill is also a Hispanic Service Institution, defined as an institution that has an enrollment of undergrad full-time equivalent students that is at least 25 percent Hispanic students. Approximately 1000 international students attend from 100 countries, speaking more than 75 languages.

### **Living in Boston**

Boston prides itself on being one of the most livable cities in America. Twenty-one diverse neighborhoods offer more than 600,000 residents the opportunity to taste, touch, and experience things from all over the world. Neighbors benefit from exceptional medical facilities, vibrant neighborhood business districts, and a solid network of parks, community centers, and libraries. For more information about Boston go to: <http://www.cityofboston.gov/residents>.



**BHCC is being assisted by the partners of Hyatt-Fennell**

**Deadline: January 27, 2023**

Nominations and application materials should be submitted to Cheryl Hyatt at [BHCC@Hyatt-Fennell.com](mailto:BHCC@Hyatt-Fennell.com)

**Please list the position title in the subject line.**

Applications include a letter of interest, current curriculum vitae, and contact information for five professional references.

All applications and nominations will be considered highly confidential.

Applications will be reviewed as they are received.



**For more information:**  
Cheryl Hyatt - 724-242-0476  
[BHCC@hyatt-fennell.com](mailto:BHCC@hyatt-fennell.com)  
[www.HYATT-FENNELLS.com](http://www.HYATT-FENNELLS.com)



*Bunker Hill Community College is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply. Effective January 3, 2022, all Bunker Hill Community College employees will need to show proof of COVID-19 vaccination, unless granted an accommodation.*