



Academic Program Analyst position

Holy Apostles College and Seminary invites applications for a part-time Academic Program Analyst, with an option to work remotely. The Academic Program Analyst is responsible for assisting the VPAA with program management, faculty management and analytics to support program decision-making. Data management and analytics are important skills for this role, as well as stakeholder engagement and the ability to think critically and creatively to solve problems. Excellent communication and writing skills are required.

In addition to creating Excel tracking sheets with basic charts and graphs, this position will develop an assessment tracking system to monitor assessment activities and support decisions about program improvement based on assessment data. He or she will also work with the instructional designer and institutional researcher to support additional course management and analytics activities.

Review of applications will begin November 1, 2024, and continue until the position is filled. The anticipated start date is December 2, 2024.

Holy Apostles College and Seminary, a private, not-for-profit college located in Cromwell, CT, offers a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate degree programs in Philosophy, Theology, and Pastoral Studies and a Master of Divinity in the New Evangelization. With under 1,000 students, HACCS is looking for a professional who can work in a small campus environment that offers affordable and authentically Catholic academic degree programs.

Requirements:

Applicants must possess a Bachelor's degree (Master's preferred) in Data Analytics, Business Management, Education or English (with additional skills in Excel and data management). This position requires skills in MS Office products (Excel, Word, PowerPoint), Learning Management Systems (Populi a plus), and the ability to create graphical representations of numeric data.

The successful candidate will form part of a campus-based team that will strongly support the mission of HACCS and contribute to the overall excellence of the institution by maintaining and improving academic quality, managing faculty in the program in a collaborative manner, and fostering frequent and open communication among those in the program. The position accomplishes this through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

The salary for this position is \$24,000 to \$29,000 per year (25 to 29 hours per week), with the possibility of moving to a full-time position in the future.

Academic Program Analyst Duties:

- Assists VPAA in academic program management, including tracking program updates, course changes and faculty assignments.
- Support business plan creation and implementation.
- Track progress in the meeting of Holy Apostles' strategic goals, metrics, and deadlines.
- Available to report to executive committee during the executive committee's weekly meeting.
- Assists VPAA with faculty management, including tracking faculty records, hiring process and performance evaluation process.
- Provides analytics to support academic program decisions, such as retiring low-recruitment concentrations.
- Assists Program Directors with degree plans and program reviews.
- Assists in providing updates to accreditation bodies: NECHE, ATS, CT OHE and IPEDS.
- Develops assessment tracking system to monitor assessment activities and support decisions on program reviews.
- Works with institutional researcher to develop and coordinate assessment data with existing analytic tracking
- Works with instructional designer to support faculty updates to courses.
- Assists Associate Deans of Online and On-campus Learning with tracking, schedule support and related items.
- Assists VPAA with Faculty Handbook and related faculty documentation.
- Assists VPAA and other contributors in annual academic catalog updates, including alignment of syllabi, catalog, website and related documentation.
- Other duties as assigned.

To apply please submit:

- a cover letter
- resume or C.V.
- personal statement outlining your reasons for applying
- a list of relevant certifications and software you have used that fit this position
- three letters of reference
- official transcripts

All materials must be submitted electronically to Dr. Kristina Olsen (Vice President of Academic Affairs, Theology Search Committee) kolsen@holypostles.edu