



Division/Department Administration	
Job Title Regional Director of Decision Support & Predictive Analytics (Grant funded)	
Reports to President's Office	
Level/Grade	Type of position: <input type="checkbox"/> Full-time Permanent <input checked="" type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary <input type="checkbox"/> 9.5 month <input checked="" type="checkbox"/> 12 month
Revision Date 3.20.2024	
INTRODUCTION TO MTCC	
<p>Location MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.</p> <p>The College Our Vision at MTCC is to <i>learn and grow</i> while focusing on individuals, our community, and our institution. In our recently-launched Vision 2025 Plan, we established a new set of College Value statements that guide our employees' work:</p> <ul style="list-style-type: none"> ● We are Caring and Supportive of all. ● We are Reliable and Available when needed. ● We are Sincere in our Commitment. ● We are Amazing. <p>Institutional Goals—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.</p> <ul style="list-style-type: none"> ● Goal 1: Access—We will expand learning opportunities and remove barriers to enrollment. ● Goal 2: Retention and Progression—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence. ● Goal 3: Quality—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment. ● Goal 4: Success-- We will increase opportunities for student success and transitions to further education or employment. 	
GENERAL RESPONSIBILITIES	

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Under the direct supervision of the President's office at McDowell Technical Community College, Western Piedmont Community College and Isothermal Community College in accordance with the overall plan of the Colleges, the Regional Director of Decision Support & Predictive Analytics will collaborate with leadership across the colleges and community to gain insight and input for program design and implementation for the Rural Post-Secondary Economic Development Grant (RPED). The Regional Director shall be collaborative with all areas of the college to offer learning opportunities to meet local and regional workforce demands.

SPECIFIC RESPONSIBILITIES

1. Collaborates with leadership across the college and community to gain insight and input for program design
 2. Lead the development of administrative level predictive analytics across the regional partner colleges.
 3. Provide ongoing support, guidance and data-driven decision support to college leaders and employees to proactively respond to students' needs and execute strategies that build employee capacity and organizational resilience.
 4. Actively Participate in the RPED Steering Committee. Design and execute data processes that facilitate the proactive outreach by adult success coaches and enrollment staff based on real-time data and insights.
 5. Facilitate the alignment and integration of people, processes and technology, vision and strategy with leadership and college goals and culture.
 6. Develops programs (e.g. dashboards) and actionable data reports that promote institution agility, support leadership development, and assist with successful change management.
 7. Utilize quantitative and qualitative data to inform success coaches and colleges leaders on how to upgrade and modernize the use of data and analytics.
 8. Identify college data and propose potential analytics approaches for solutions.
 9. Identify data needs to measure and provide the value of interventions and metrics to help shape strategy.
 10. Work with cross-functional teams to build a data strategy and execute the recommendations.
 11. Work with partners to develop time bound goals, track and monitor progress and present findings in a timely manner to college leadership.
 12. Ensure that both routine grant and ad-hoc data reports are completely in a timely manner with attention to quality and budget constraints.
1. Regularly participates in administrative meetings at each college.
 1. Assists with and participates in other departmental and college activities as time constraints permit.
 2. Follows a flexible schedule between day/evening/weekend semester schedules.
 3. Work collaboratively with the RPED Project Director to complete grant reporting requirements.
 4. Support each college in planning and implementation of diversity, equity, and inclusion.
 5. Implement all policies as established by the Board of Trustees at each college.
 6. Maintains current knowledge in the appropriate academic fields; participates in staff development programs, workshops, seminars, and other continuing education programs as appropriate.
 7. Develop and maintain relationships with college leaders and business partners.
 8. Perform other duties as assigned.

QUALIFICATIONS

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Education must be commensurate with academic area and within the guidelines of the North Carolina Community College System. Selected individuals must demonstrate competence in subject matter, be dedicated to adult and community college education, be competent in oral and written communication, and be able to effectively use technology systems.

Minimum Requirements

- Bachelor's Degree.
- Experience with SAS, Colleague, Informer, Tableau, or other related database/predictive analytics data software.
- Experience using data to make informed decisions and/or to establish and evaluate action plans.
- Proficiency in Microsoft Office[®] and Google Suite[®], including Word, Excel and PowerPoint.

Preferred Requirements

- Master's degree in education or related field.