



Classification Description

Job Title: Assistant Vice President, Institutional Research, Assessment & Effectiveness

Pay Grade: Administrator

Job Code: 3797

FLSA Status: Exempt

Job Purpose

The Assistant Vice President, Institutional Research, Assessment and Effectiveness is responsible for providing data collection, data analysis, and research support to department leadership. This position coordinates programs focused on student success for Academic Affairs and manages all program data. This position ensures that all academic assessment activities are integrated into the College's general assessment strategy and that these activities support the mission of the College. This position collaborates with the President's Office to support Academic Affairs assessment to include course-level, General Education assessment, QEP assessment, Student Opinion Surveys, and Developmental Accountability. The Assistant Vice President ensures assessment schedules are implemented and institutional assessment programs represent a contemporary best practice in the field of program assessment. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Leads Academic Assessment efforts College-wide to ensure achievement of the College's academic goals and to promote a data-driven evaluation cycle.

Provides leadership in all functional areas related to effectiveness, program evaluation, and accountability.

Designs and refines guidelines for institutional and program effectiveness planning and reporting. Oversees program evaluations and continuous improvement processes in support of College-wide strategic planning.

Ensures faculty and administrators have convenient and effective access to record-level information available through the Banner information system.

Ensures faculty and administrators have access to accurate summary reports and analyses of aggregated data.

Works with faculty and administration to have the technical and research design support necessary to develop information requests and research questions that meet their specific needs.

ASSISTANT VICE PRESIDENT, INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

Develops and maintains base and trend student demographic and performance data, coordinates environmental scanning activities, compiles data to support institutional planning, and oversees annual Full Time Equivalency (FTE) Enrollment Planning.

Coordinates with appropriate College contacts to ensure compliance with the Florida College System's reporting requirements.

Trains, manages and evaluates the performance of Academic Assessment staff.

Ensures timely completion of compliance reporting to include course-level, General Education assessment, QEP assessment, and Developmental Accountability assessment.

Monitors student academic progress and progress toward achievement of program outcomes and student learning outcomes.

Ensures the accuracy and timeliness of SACS required documents such as the Annual Institutional Profile, substantive change prospectus, and compliance audit.

Provides leadership for the completion, accuracy and timeliness of state, federal and SACS reporting.

Represents the College in state and national institutional research organizations, and establishes connections with local, state and national research resources.

Manages online assessments and their databases. Works with Banner Team to ensure faculty and student access to the assessments.

Monitors state and national standards to ensure data is collected in compliance with all relevant legislation and accreditation standards.

Manages the learning management systems, databases and unit planning systems.

Collects student achievement data and satisfaction data through assessment tools to include, but not limited to, exams, common course assessments, observation protocols, student opinion surveys, checklists, and surveys.

Provides information and analytic support to the College's administrative stakeholders to facilitate the decision making process, unit planning, course level assessment planning, SACSCOC compliance, and other processes requiring strategic analysis.

Ensures academic and administrative units are compliant with Southern Association of College and Schools (SACS) standard 3.3 Effectiveness. Ensures the monitoring of academic and administrative units to ensure compliance with policies and procedures College-wide.

Submits all results and use of results of assessment for unit plans and accreditation reports.

ASSISTANT VICE PRESIDENT, INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

Collects, interprets, and maintains evaluations of the program by staff and students. Ensures faculty and administrators have access to accurate summary reports and analyses of aggregated data.

Provides leadership for sponsored programs and grant management.

Works with faculty and administration to have the technical and research design support necessary to develop information requests and research questions that meet their specific needs.

Collaborates with department leadership to assist faculty in conducting effective and meaningful program assessment activities.

Collaborates with appropriate staff to provide data-driven information and reports to College leadership in support of the creation of policies and procedures for the purpose of ensuring accountability, compliance standards, and system effectiveness.

Ensures the completion of projects, allowing faculty and administrative committees receive timely and appropriate advice on data availability, methods of analysis, and data interpretations.

Represents the College in state and national assessment, accountability, and effectiveness related organizations, and establishes linkages with local, state and national research resources.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

An earned Master's degree from a regionally accredited institution of higher education, with a major in higher education administration, business administration, measurement, education, social science, or related field.

Five (5) years demonstrated, successful full time professional work experience in the fields of education, research, planning or related.

Personal computer expertise including, but not limited to, relational database, statistical analysis, spreadsheet, word processing, presentation graphics, data analytic and communications software.

Knowledge of and ability to utilize Banner, Crystal Reports, SAS/SPSS software, preferred.

ASSISTANT VICE PRESIDENT, INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.
-

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

ASSISTANT VICE PRESIDENT, INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 16, 2018. Revised: July 15, 2022.