

Vice President, Effectiveness and Accountability

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 221017

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

President

Job Purpose

The Vice President for Effectiveness Accountability is a senior-level position that reports directly to the President and provides leadership and oversight to the research, planning, assessment, and accreditation activities of the College. This position directs a comprehensive college-wide institutional effectiveness program that includes strategic planning, institutional research, outcomes assessment, and compliance with state/federal/SACS requirements. This individual is responsible for leading and managing the Office of Institutional Effectiveness Accountability, a strong team of nine professional and classified staff members with diverse expertise and job responsibilities.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates the development of the college-wide Master Plan.
2. Oversees the development and management of the data warehouse for college-wide reporting.
3. Serves as the SACS accreditation liaison and oversees compliance with SACS policies.
4. Provides leadership for all institutional research and benchmarking activities, including data management and analysis.
5. Designs, develops, and implements strategies to assess and improve the quality and effectiveness of all areas of the college.
6. Ensures that data and information are available to meet the decision-making needs of the College at all levels.
7. Coordinates college-wide surveys including development, administration, analysis, and the dissemination of results.
8. Oversees reporting to state, regional, and federal agencies.
9. Coordinates internal functions related to environmental scanning, instructional program review, research review, and unit-level assessment.
10. Directs the planning, budgeting, and administration of the Office of Institutional Effectiveness and Accountability.
11. Coordinates responses to ad hoc requests for information.
12. Serves on college-wide committees and councils.
13. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.

- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Five years related work experience.

Preferred

- More than five years related Senior-level management experience in higher education.

Education

Required

- Master's degree in related area.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.