VICE PRESIDENT FOR PLANNING AND INSTITUTIONAL EFFECTIVENESS

Reports to: The President

I. BASIC FUNCTIONS: The Vice President for Planning and Institutional Effectiveness position is responsible for the development, implementation, and evaluation of a broad range of processes related to strategic planning, analysis, and/or evaluation of the institution’s effectiveness in fulfilling the mission, vision, values, goals and objectives of the college. The individual in this position reports directly to the President, providing guidance and support for executive decision making related to strategic planning and institutional effectiveness. The Vice President also coordinates the Academic Quality Improvement Program (AQIP) accreditation process. The Vice President collaborates and works closely with stakeholders to encourage continuous assessment and improvement of the institution’s academic programs and administrative services. The individual provides other data as requested by College officials, directs the preparation of related reports, and prepares reports for internal and external constituencies.

The Vice President provides leadership and supervision to the departments of Information Technology, Institutional Research, and Community Relations.

II. DUTIES AND RESPONSIBILITIES:
A. Act as quality assurance officer for the College ensuring that goals and objectives are met.
B. Collect, compile, interpret, and report data.
C. Analyze institutional standing and progress in comparison to peer and state institutions.
D. Conduct market studies and environmental analysis pertaining to institutional planning decisions.
E. Prepare analysis of strategic institutional issues and future scenarios to aid in planning.
F. Monitor and report progress toward planning goals and measurable objectives.
G. Analyze patterns and trends in institutional activity pertinent to institutional management and decision making.
H. Maintain an inventory of institutional data and coordinate accurate reporting both internally and externally.
I. Oversee and direct the overall institutional strategic and annual planning process and support major department-level planning processes.
J. Provide support for all accreditation processes.
K. Engage the college in appropriate data-sharing consortia.
L. Evaluate internal and external factors influencing the College’s future, report key trends, and help determine critical long range planning issues and policies.
M. Gather, develop, and implement appropriate planning and major project related performance targets, metrics and benchmarks.
N. Support effective decision making through data analysis and policy recommendations.
O. Examine key operations and procedures, formulate policy, develop and implement new strategies and procedures.
P. Serve on College planning and policy-making committees, as needed.
Q. Foster a culture of continual improvement based on evidence and assessment efforts.
R. Prepare and deliver oral and written presentations to all levels of the organization, including the Board of Trustees.
S. Represent the College externally to higher education planning organizations.
T. Perform other duties as assigned.

III. MINIMUM QUALIFICATIONS:

- Master’s degree in administration, business, educational leadership, or a related field.
  Five years of related experience in higher education such as: teaching, assessment, evaluation methodology, or accreditation activities.
- Knowledge of institutional assessment practices in higher education.
- Strong analytical, verbal, organizational and written communication skills.
- Ability to work effectively with faculty, staff, and students from diverse backgrounds.
- Supervisory and management leadership skills.
- Demonstrated competencies in spreadsheets, word-processing, relational database tools or institutional research applications.
- Ability to manage multiple projects in a dynamic environment.

IV. PREFERRED QUALIFICATIONS:

- Doctorate degree preferred in administration, educational leadership, or a related field.
- Three years of senior administrative experience in higher education, preferably at a community college.
- Experience as an AQIP peer reviewer.