

POSITION DESCRIPTION FOR: Associate Vice President of Planning, Institutional Effectiveness, and Research (PIER)

1. Core Responsibilities: Prioritize tasks and responsibilities and summarize them below. Please provide percentages of time allotted to each particular task or responsibility, making sure that the total percentage equals 100%. Please give specific duties and avoid using generalizations or “other duties as assigned.”

50% - Provides leadership to the PIER Department, including supervision and budget management

12% - Leads the Quality Improvement Process and chairs the Quality Improvement Council. Provide guidance, expertise, and leadership in assessment activities and strategies designed to demonstrate the effectiveness of academic departments/divisions to internal and external constituencies with a goal of continuous improvement and quality enhancement. Provides support to the Strategic Planning Team, maintains the strategic plan, and coordinates the strategic planning calendar.

12% - Monitor and maintain institutional compliance with regulatory guidelines. Formulates, validates, and/or administers reports transmitted to local, state, and federal agencies to ensure that data are submitted on schedule, contain accurate information, and are in compliance with reporting requirements.

10% - Collaborate with departments on assessment and continuous improvement initiatives. Advises each department and division on the completion of their annual assessments, progress on their strategic plans, and process improvements. Provides institutional communications regarding assessment practices and timelines.

5% - Maintains CSM’s institutional Key Performance Indicators, periodically reviews the data and makes recommendation for changes to President’s Council and the Board of Trustees

5% - Oversee interpretation, analysis, and communication of institutional effectiveness results that inform the College, including planning for the continual improvement of efficiency and effectiveness. Advises the President and President’s Council on all aspects of quality improvement and institutional research.

1% - Chairs the College Assessment Team

1% - Devises ways to assure that all employees are aware of, and are following, the college’s Quality Improvement Process

1% - Coordinates and produces data for internal research, assessment and evaluation projects. Oversees the production of reports such as annual accomplishments and institutional assessment/effectiveness plans. Oversees an Intranet site that provides research findings and outcomes assessment results to the college community.

1% - Serves in leadership role to ensure college remains in compliance with all Middle States accreditation standards. Provides technical guidance and with his/her staff, assists in the preparation of accreditation efforts, including program specific accreditation such as the Nursing Program.

1% - Provides training and technical assistance to faculty and staff in design and implantation of research studies

1% - Translates data analysis into usable information for decision-making and policy analysis. Communicates on a regular basis the results of institutional and market research to various campus groups and leaders including monitoring preparation and distribution and distribution of research publications such as the college's Student Characteristics and the Fact Book. Compares data to appropriate like data in the state and in the nation.

Performs other duties as assigned

2. Education/Knowledge Required: Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- Master's Degree (Ph.D. preferred)
- Progressive experience in higher education management in institutional research including outcomes assessment
- Comprehensive knowledge of research methodologies and analytical approaches
- Experience with state of the art computerized information systems and their application in institutional research, modeling, and forecasting, and client server network environments
- Proven ability to collaborate with faculty, staff, and other customers
- Strong leadership, management, conceptual, analytic and communication skills
- Strong oral and written communication skills with colleagues, customers, and public audiences
- Understanding of current issues and trends in higher education
- Ability to coordinate a broad range of activities and projects

- 3. Supervision:** List all position titles reporting directly to this position, full-time or part-time. Include student assistants, temporary, permanent and part-time faculty supervised in a typical semester or year.

Supervises professional, paraprofessional, and support staff: senior research analyst, research analyst, office manager, research tech, and project-based temporary research associates

- 4. Internal & External Contacts:** Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs)

MHEC, Middle States Accreditation, other colleges/universities, NCES, Department of Education (Federal), and other entities for the college's mandatory reporting requirements.

DSS, Tri-County Council, Economic Development Commission, County Government, and agencies in three counties, Public School Administrations and local high schools for research collaboration and environment scanning

President and President's Council, Quality Improvement Council, Information Management Team, department chairs, faculty, staff, and Board of Trustees to support and learn internal customers' information needs

Tri-County and regional business and community groups for orchestrating future program development research, market scanning and specific occupational trends

- 5. Guidelines/Procedures/Regulations:** Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

Federal regulations governing higher education, including IPEDS, FERPA, Student Right to Know, MHEC regulations

- 6. Communications:** Please describe the written and verbal skills required for the position.

Outstanding oral and written skills required

- 7. Role Complexity:**

Position requires extensive planning for unit and for college as a whole.

Position is extremely complex, requiring flexibility as priorities are constantly changing.

Tasks are both externally determined and internally directed.

A myriad of tasks are part of this position requiring high level reasoning abilities coupled with an ability to work collaboratively with others.

8. Creativity & Innovation:

The position's responsibilities are extremely complex, requiring the ability to devise new ways of doing things. A high level of creativity and imagination is required to adequately fulfill the duties of the position.

9. Impact:

This position impacts essentially everyone at the college, including students and employees. Without this position, the college would be in a dangerous position because important reports would not be filed properly, nor would the college receive the state funding that is due it because of enrollment numbers.

10. Fiscal Responsibility: Describe the fiscal responsibility. Include total dollars that the position directly controls.

Provides budget planning, oversight, and management of the PIER budget, which exceeds \$300,000. Makes direct decisions in each of these areas.

11. Physical Working Environment: Describe the physical working environment and list any hazardous and toxic substances used in the performance of duties.

Requires travel to state-wide and regional meetings. Most activities are performed in an office or meeting-room.