



<b>Position Title:</b>	Associate Provost, Institutional Effectiveness		
<b>Reports To:</b>	Vice Provost, Education		
<b>Department:</b>	District Office of Education	<b>Job Code:</b>	0004-03E
<b>Prepared By/Date:</b>	Jennifer C. Brito/2-25-2004	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Joanne Bashford/8-12-2010	<b>Salary Grade:</b>	20
<b>Revised:</b>	Jennifer C. Brito/5-14-2009	<b>FLSA Status:</b>	Exempt

**Summary:**

Provides leadership in the design and management of institutional effectiveness, strategic planning, and research activities.

**Essential Duties and Responsibilities:**

- Directs, plans and manages professional and staff activities for Institutional Research and Assessment Programs.
- Initiates and performs research and policy analyses relevant to anticipated institutional planning, policy, and decision-making needs
- Coordinates College strategic planning processes including review, development, and monitoring implementation of plans.
- Plans, implements, and provides leadership in the development and maintenance of accessible data/information systems for institutional planning and assessment
- Coordinates with College leadership to develop research projects and provides college-wide support in obtaining data
- Develops statistical reports and provides specifications for computer reporting systems needed to meet institutional research needs
- Provides relevant, timely, and accurate institutional information and reports to various College personnel, the public, and state/federal agencies for research and accountability purposes.
- Provides institution-wide support for obtaining data and information and performing analyses in response to specific needs
- Assists the institution in identifying and understanding emerging trends and significant environmental changes to support the College in its planning and development efforts
- Represents the College to various institutional divisions as well as externally to media, government agencies, funding agencies, students, and/or the general public/local community
- Recommends and participates in the development of College policies and procedures
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of quantitative and qualitative educational research design and implementation
- Knowledge of survey research design, sampling, and interpretation of results
- Knowledge of college organizational structure, workflow, and operating procedures
- Knowledge and ability in developing and creating data files, file management, and retrieving/analyzing information using statistical analysis software
- Knowledge and skill of relevant statistical programs, computer data files, and relational databases in conducting research projects
- Skill and ability to collect, analyze, verify, and manipulate research and statistical data and make recommendations

- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Skill in budget preparation and fiscal management
- Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty, staff, and leaders
- Ability to speak effectively to employees, faculty, staff and community groups

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

No or very limited physical effort required and no or very limited exposure to physical risk

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No or very limited physical effort required and no or very limited exposure to physical risk

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate degree and a minimum of seven (7) years of senior-level management experience and three (3) years leading a research team or equivalent

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

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Date

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Printed Name