Associate Vice President, Institutional Effectiveness

Job Code 00001582

General Description
Responsible for coordinating the institutional quality and planning process.

Examples of Duties
Coordinate and direct the planning and assessment process.
Oversee internal communication improvement initiative.
Oversee and coordinate university marketing/image initiative.
Lead and coordinate the Program for Excellence in Teaching and Learning.
Serve on, chair, and facilitate campus teams and ad hoc committees as directed.
Make decisions regarding planning linkages and quality issues.
Supervise personnel of department.
Coordinate reviews and statements to internal and external audiences.
Conduct special studies including policy impact analysis.
Develop and conduct information sessions.
Monitor and revise planning process.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Planning methods, tools, and strategies; TQM and CQI methods and strategies; intermediate math; automated computer systems.

Skill in: Directing the work of others and motivating output; establishing rapport with a variety of clients; working as a team member on most tasks of job; public speaking; critical thinking; identifying problems or concerns; time management; leadership.

Ability to: Read, understand and interpret quantitative and qualitative research and legislation, policies and procedures; prepare clear and concise reports and research; negotiate; prioritize workload; interpret statistics; analyze data and information to form recommendations; design materials and develop strategies to facilitate planning, assessment, and decision making; negotiate.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements