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.
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.
Oversee policies and procedures.
Monitor and revise planning process.
Oversee Institutional Research and reporting functions.
Serve as liaison to SACSCOC.
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**