

Job Title:	Associate VP for Institutional Research & Assist to Ex VP	Grade:	P
Department:	Planning and Research	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans, directs and oversees the operational and budgetary activities of the Institutional Research Departments. Assesses college program's effectiveness, functions, goals and accountability. Will serve as the support liaison between the college administration, community agencies, accrediting agencies and state organizations.

Characteristic Duties and Responsibilities:

1. Develops a system for administering and conducting institution-wide effectiveness and evaluation studies; advises senior level administrators and the Board of Trustees on goals, objectives, and program effectiveness.
2. Works with College committees, councils, task forces, and individuals to develop, organize, and implement programs.
3. Coordinates research, planning activities, and programs with statewide, regional, and local planning agencies as requested.
4. Compiles relevant data to identify socioeconomic trends and patterns and their institutional impact; assists in the development of programs to respond to community needs.
5. Coordinates the assessment process of the College.
6. Assists in instructional and administrative unit reviews.
7. Assist the Executive Vice President with coordinating and facilitating the College's Planning Council.
8. Coordinates the College's institutional effectiveness activities and serves as the administrative support person to the Institutional Effectiveness Committee.
9. Supports and facilitates the College's enrollment management and planning efforts including serving on the Enrollment Management Team.
10. Provides planning support for all College Senior Administration.
11. Assists the Executive Vice President with projects as directed.
12. Oversees staff by coordinating activities of first-line supervisors, monitors projects to ensure that deadlines are met; reviews completed assignments; monitors and evaluates performance.
13. Conducts budget planning and management for the Institutional Research unit.
14. Develops and manages the Center for Applied Research.
15. Performs other duties as assigned by the Executive Vice President.

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Reporting Relationships:

Direction Received: Reports to Executive Vice President

Direction Given: Management of the operation of a department with activities typically coordinated through persons having mid-to-upper-level management or professional responsibility

Minimum Requirements:

Requires a Master's Degree in Higher Education, Educational Administration, Educational Research or relevant field, doctorate preferred, and five years of related experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of basic computer applications

Understanding of research principles, methodologies and practices

Understanding of policies and requirements from the North Carolina Community College System

Knowledge public facilitating groups and public speaking skills

Knowledge of basic accounting and budget management

Strategic planning skills

Supervisory skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; traveling between buildings on campus, to other campuses or out-of-town for meetings and conferences; infrequently twisting or bending at the waist or reaching overhead; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone