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**St. Petersburg College**

**Position Title: AVP Institutional Effectiveness, Research and Grants**

<b>Pay Schedule</b>	<b>Pay Grade</b>	<b>Classification Series</b>	<b>Classification Title</b>
Administrative & Professional	K	Academic Management	Associate Academic Vice President

**Job Summary for Positions in this Classification**

This is the fourth of six levels in the Academic Management series. The classification is responsible for directing the activities of multiple programs or College-wide functions. Incumbents will be responsible for developing the strategic direction of assigned areas, interpreting the broadly defined goals, developing and managing a budget, and providing managerial direction to employees. This classification is different from previous class in the scope of responsibility.

**Position-specific job summary**

Under the overall direction of the Senior Vice President of Instruction & Academic Programs, serves as the academic administrator for curriculum, institutional effectiveness, research and grant acquisition. Oversees all of the College's curriculum development in conjunction with the Senior Vice President. Ensures that curriculum, accreditation and assessment reflect institutional, state and regional standards. Supervises institutional research to implement data driven decisions.

**Typical Essential Duties for Positions in this Classification**

<b><u>These duties are a representative sample; position assignments may vary.</u></b>		<b><u>Potential Frequency</u></b>
1.	Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Prepares and administers budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; identifies and pursues alternative funding sources; allocates funds across academic functions.	Daily 10%
3.	Directs the implementation of activities and operations for multiple academic departments or programs, which includes: designing, developing, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings.	Daily 20%
4.	Guides curricular directions and reform; develops academic assessment strategies; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards; ensures alignment with the overall mission and goals of the College.	Daily 10%
5.	Coordinates activities between multiple service areas and works to integrate and coordinate service areas.	Daily 10%
6.	Serves as a liaison between assigned academic departments or programs, external agencies, and the College, which includes students, staff, faculty, and administration; represents the department, College, and/or program at a variety of meetings, public events, training sessions, on committees, and/or other related events; establishes and maintains positive	Daily 10%

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collaborative relationships with community groups and establishments.	
7. Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.	Daily 20%
8. Performs other duties of a similar nature or level.	As Required

**Position-specific assignment within typical essential duties**

- Recommends data tracking needs and collection methods to ensure accurate assessment and review of student success initiatives and related programs;
- Leads business intelligence development to respond to institutional and academic needs related to strategic initiatives;
- Oversees and provides guidance in measurement and assessment of academics;
- Oversees the accreditation process for SACS and specialized accreditation agencies;
- Oversees grant activities to ensure cross institutional compliance and leverage of resources;
- Leads new initiatives that involve student success or achievement;
- Oversees all institutional effectiveness outcomes for all programs.

**Educational Requirements\***

Master's degree in Higher Education, Educational Leadership or in a related field to assigned area; doctorate preferred.

**Experience Requirements\***

Five (5) years administrative experience in areas related to the position. Experience in academic and/or student affairs, institutional research and educational program evaluation. Strong understanding of the Florida Community College System. A proven record of administrative effectiveness in a collegial environment; demonstrated strength in written and verbal communication and an ability to present information clearly to diverse groups. Possession of strong analytical and problem-solving skills along with the ability to provide leadership and work effectively with staff, faculty and students. Experience in analysis of systems and procedures, and organizational and operational assessments.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**Licensing Requirements**

None.

**Knowledge, Skills, and Physical Requirements****Knowledge:**

- Managerial principles;
- Advanced principles and practices in assigned area of responsibility;
- Higher education institutional operations, structures, policies, and practices;
- Budgeting principles;
- Strategic planning principles;
- Public relations principles and practices;
- Community agencies and resources;

- Financial management principles;
- Research methods;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Computers and related software applications.

**Skills:**

- Ability to successfully manage multiple initiatives;
- Ability to perform effectively at both the college and state level. Prioritizing and assigning work;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Conducting research, evaluating findings, and making recommendations based on findings;
- Evaluating statistical data, ensuring data sufficiency;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Implementing public relations initiatives;
- Managing budgets;
- Developing long-term strategic plans;
- Mediating conflict;
- Collaborating with internal departments and external agencies;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** May 14, 2013