

HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY, INC.

Job Description: Vice President of Institutional Research, Planning and Effectiveness
Organization: Hubbard College of Administration of Tampa Bay, Inc.
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SUMMARY OF POSITION:

The Vice President of Institutional Research, Planning and Effectiveness oversees Division 5, "Institutional Research, Planning and Effectiveness" of the Hubbard College of Administration of Tampa Bay, Inc.

Under the direction of the President, the Vice President of the Institutional Research, Planning and Effectiveness Division is responsible for providing leadership and direction to the departments of Division 5 with direct oversight of the Director of Institutional Research, the Director of Institutional Planning and Effectiveness and the Director of Examinations and Certificates.

The Vice President of Institutional Research, Planning and Effectiveness has primary oversight for institutional research, including conducting analyses of indicators used for measuring institutional effectiveness, developing infrastructures for improving data and information capacity, establishing and implementing research standards and protocols, and overseeing the design and development of research reports; institutional planning and effectiveness, including the planning and execution of the key institutional effectiveness functions of strategic planning, implementation planning, accreditation compliance and reporting and support of the College's mission, vision, values, long-term goals; and a comprehensive examination and supplemental student learning program including management, organization and implementation of various testing procedures, processes, guidelines and schedules of student testing and supplemental learning support.

The Vice President of Institutional Research, Planning and Effectiveness has primary leadership responsibilities for planning, implementing and coordinating a comprehensive array of research, planning and verification of effectiveness programs of the College. In assuming these responsibilities, the Vice President works closely with Deans, Directors, and other administrators and members of the faculty.

The Vice President of Institutional Research, Planning and Effectiveness serves as a leader in the long-term planning of the research, planning and effectiveness programs, assuring the validity and reliability of services and programs; the selection and development of administrators and staff; and advancement of the strategic plan, the College's Annual Implementation Plan and the goals and objectives of the Hubbard College of Administration of Tampa Bay, Inc.

The Vice President of Institutional Research, Planning and Effectiveness serves as an advisor to the President in matters related to research, planning and effectiveness programs and activities.

The Vice President of Institutional Research, Planning and Effectiveness will be the primary link between the staff and the Vice President of Finance and Administrative Services in all budgetary matters related to the research, planning and effectiveness programs.

The Vice President of Institutional Research, Planning and Effectiveness will work with the Vice President of Academic Affairs and the Vice President of Student Services in all matters related to the coordination of respective programs and services.

The Vice President of Institutional Research, Planning and Effectiveness will be accountable for the achievement of the College goals and objectives within the scope of Institutional Research, Planning and Effectiveness as set forth in the Hubbard College of Administration of Tampa Bay, Inc.'s Strategic Plan.

The candidate for this position is an experienced leader with a clear, focused commitment to providing leadership and vision to the reporting, institutional research, examinations, strategic planning and accreditation activities of the institution. This candidate is a creative, visionary leader who will inspire staff, colleagues and the community.

The candidate is a critical thinker who seeks innovative solutions to problem-solving and possesses outstanding interpersonal, written and oral communication skills.

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The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

The candidate is flexible and is a person whose leadership style is collegial, approachable and is accessible on campus and in the community.

The candidate is able to delegate responsibility and authority while maintaining accountability.

The candidate fosters cohesion and a sense of unity for the good of the College and is committed to providing timely, accurate, consistent and reliable information to all members of the of the College community.

ESSENTIAL FUNCTIONS AND DUTIES

- Provides strong, dynamic leadership in the planning, organizing and coordinating of the Institutional Research, Planning and Effectiveness Division, fosters a collegial environment that encourages and supports the utilization of data in assessing institutional effectiveness, College planning, accreditation, decision-making, program review and student learning outcomes measurement;
- Possesses the vision to guide the College's research, institutional planning and effectiveness programs and services into the future; implements a process for systematic divisional program review and utilizes the results and recommendations to strengthen research, institutional planning and effectiveness programs;
- Understands and appreciates the mission of the Hubbard College of Administration of Tampa Bay, Inc. and is able to relate it to all constituencies; aids in making decisions consistent with the mission and goals of the Hubbard College of Administration of Tampa Bay, Inc.;
- Works with the Director of Institutional Research in the administration, implementation and coordination of research projects related to short- and long-range College planning, including student enrollment, persistence, retention and grades; student, course, program and institutional outcomes assessment; demographic data, institutional self-studies, program review, accreditation, institutional effectiveness and productivity, regulatory reporting requirements and other areas as College needs arise;
- Works with the Director of Institutional Planning Effectiveness on the design, development and implementation of short- and long-range College planning, including the development of the College's Annual Implementation Plan;
- Collaborates with the academic and student services leadership to provide support, insight, and expertise to departmental plan development ensuring alignment with the College's comprehensive strategic plan;
- Provides data and its analysis to academic, students services and administrative departments for utilization in the program review process;
- Assists deans, chairs and faculty in establishing institutional and departmental goals for student learning, operationalizing the goals into measurable expected outcomes of student learning, gathering data on how well students achieve the outcomes, analyzing and interpreting the evidence that has been collected and using the evidence to make changes to improve student learning;
- Leads a collaborative effort with the College's Accreditation Liaison Officer for the successful accreditation and re-affirmation of the College's accreditation status;
- Oversees the preparation of narratives and reports utilized in the preparation of the College's fact book, state licensure renewal process and grant proposals;
- Works with the Director of Examinations and Certificates on the administration, implementation and coordination of the examination of students to confirm they have achieved the defined student learning outcomes; the provision of supplemental learning support to students to ensure students have fully met the learning outcomes of each course by supplying supplemental study assignments and further testing to validate mastery of the course content;
- Collaborates with the Vice President of Academic Affairs and the Vice President of Student Services to support the utilization of accurate data and statistical information for the evaluation of student learning

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outcomes and development of comprehensive program reviews in the instructional and student services areas;

- Provides innovative, successful leadership and vision to the departments of Division 5; develops effective practices, policies and procedures within Division 5, and receives recommendations from administrators, faculty and staff of other institutional divisions and departments regarding the planning, implementation and review of research, institutional planning and effectiveness programs, services, activities and related matters;
- Develops and implements policies and administrative procedures relating to the Institutional Research, Planning and Effectiveness Division;
- Acts as the officer in the recruitment and selection of Division 5 administrators and recommends to the President the employment of those selected;
- Represents the Hubbard College of Administration of Tampa Bay, Inc. as the Vice President of Institutional Research, Planning and Effectiveness at professional meetings and conferences; serves on relevant committees and commissions; makes presentations at meetings, workshops and events as assigned;
- Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved institutional research, planning and effectiveness programs and services;
- Participates in open sessions of the Board of Trustees as needed;
- Prepares, submits and monitors the annual budget for areas of responsibility;
- Trains, supervises, evaluates and directs the work of assigned personnel;
- Completes other duties as assigned by the President;
- Follows safety rules and maintains personal safety and the safety of others, including maintaining a clean and safe work area;
- Records and reports information accurately as required; and
- Follows employee and organizational policy.

NON-ESSENTIAL FUNCTIONS AND DUTIES

- Participates in ongoing training.
- Other duties may be assigned, directed, or requested.

KNOWLEDGE, SKILLS AND ABILITIES

The Vice President of Institutional Research, Planning and Effectiveness will have the following:

- Knowledge and experience in strategically developing research, planning and effectiveness programs and services in support of the attainment of organizational goals;
- Knowledge of theories, principles and practices associated with higher education instruction, student support services, student learning, and student success;
- Ability to develop, align and report on metrics to support institutional planning and effectiveness initiatives;
- Knowledge of pertinent federal and state laws and regulatory provisions;
- Knowledge of College accreditation procedures, practices and standards;
- Demonstrated ability to oversee the development, implementation and assessment of student learning and/or service area outcomes;
- Knowledge of research, analysis and reporting methods, techniques and procedures;

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- Knowledge of theories, principles and methods of research project design, methodology, qualitative and quantitative analyses and longitudinal program evaluation studies;
- Knowledge of the Hubbard College of Administration Management System; and
- Knowledge of relevant state and federal regulations governing higher education, including but not limited to Florida's regulatory environment for private colleges.

REQUIRED QUALIFICATIONS

The Vice President of Institutional Research, Planning and Effectiveness will possess:

- A master's degree from an accredited institution in a research-related field such as statistics, mathematics, business, economics, social science or education;
- Three years of administrative level leadership and experience in higher education that demonstrates advanced analytic ability and competency in research methodology, evaluation methodology, measurement, report writing, and statistics; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- An understanding of the mission of the Hubbard College of Administration of Tampa Bay, Inc. and the Hubbard College of Administration Management System.

DESIRED QUALIFICATIONS

The desired qualifications for this position are:

- An earned doctorate from an accredited institution;
- Three years of senior administrative level leadership and experience in higher education of increasing responsibility involving statistical research, review, analysis, interpretation and reporting, including work with institutional assessments, research and planning functions;
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the College to meet accreditation standards;
- Demonstrated record of detailed and accurate reporting which informs planning, decision-making and policies;
- Demonstrated commitment to verification of academic quality and standards;
- Demonstrated support staff development; and
- Demonstrated support for and encouragement of student success.

PHYSICAL REQUIREMENTS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.

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- Must have manual dexterity to be able to use a computer, phone, and camera and related equipment in an office environment.

LANGUAGE SKILLS

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules. Ability to explain policies, procedures, and processes in layman's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

MATHEMATICAL SKILLS

Knowledge of statistical theories and principles. Ability to accurately perform quantitative analysis, data reduction and interpretation and trend analysis.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply reason to problems such as determining the appropriate creative message of a marketing piece.

WORK ENVIRONMENT

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

- Work is performed primarily in an office environment.
 - The noise level in the work environment is usually quiet to moderate.
 - The employee must be able to work in a fast-paced team environment.
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