

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

**VICE PRESIDENT FOR STRATEGIC AND INSTITUTIONAL
EFFECTIVENESS AND SPECIAL ASSISTANT TO THE PRESIDENT**

FLSA STATUS: EXEMPT – PAY GRADE: N/A – A

**JOB FAMILY: SENIOR ADMINISTRATION
JOB FUNCTION: EXECUTIVE MANAGEMENT**

GENERAL STATEMENT OF JOB

The Vice President for Strategic and Institutional Effectiveness (SIE) and Special Assistant to the President is a senior level position of the College President's Executive Leadership Team, responsible for the overall leadership and administration of Strategic and Institutional Effectiveness. The Vice President provides leadership for Collegewide strategic planning, institutional effectiveness, analytics and research, accreditation, assessment, reporting, and resource development.

The Vice President serves as a strategic advisor to the President and Executive Leadership Team and works collaboratively across the College to advance institutional priorities, promote accountability, support student success, and ensure that data and evidence inform decision-making. The position also provides leadership and coordination for designated Collegewide projects and initiatives and represents the College President at meetings, events, and other engagements as requested.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides Executive Leadership for Strategic and Institutional Effectiveness

Provides leadership, direction, and oversight for the functional areas within Strategic and Institutional Effectiveness and ensures alignment of departmental priorities, resources, and activities with the College's mission, vision, strategic priorities, and institutional goals.

Leads Strategic Planning and Institutional Effectiveness

Provides leadership and coordination for the College's strategic planning process and supports Collegewide processes for evaluating institutional and program effectiveness. Promotes a culture of continuous improvement, accountability, and evidence-based decision-making.

Oversees Institutional Analytics, Research, and Data-Informed Decision-Making

Provides leadership for the collection, analysis, interpretation, and dissemination of institutional data and research. Ensures that reliable and meaningful information is available to the President, Executive Leadership Team, and College stakeholders to support planning, policy development, resource allocation, and student success.

Oversees State and Federal Reporting and Regulatory Compliance

Provides oversight for timely, accurate, and valid institutional reporting to the Florida Department of Education, U.S. Department of Education, accrediting bodies, other external agencies, and College leadership. Ensures appropriate processes and controls are maintained to support institutional compliance and accountability.

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Leads Accreditation, Assessment, and Program Effectiveness

Provides executive leadership for the College's accreditation and reaffirmation efforts and monitors institutional and program accreditation requirements. Oversees Collegewide outcomes assessment and processes related to program effectiveness, including coordination of required submissions, approvals, renewals, and discontinuations.

Provides Leadership for Resource and Grant Development

Oversees the development and administration of grant and other resource development opportunities that support the College's mission, strategic priorities, programs, services, and initiatives. Ensures compliance with applicable federal, state, and private grant requirements and supports College departments in developing competitive proposals and effectively managing awarded resources.

Leads Collegewide Projects, Strategic Initiatives, and Presidential Representation

Provides leadership, coordination, and oversight for designated Collegewide projects and strategic initiatives requiring cross-functional collaboration. Serves as a facilitator among departments and organizational units, establishes appropriate project objectives and timelines, monitors progress, identifies issues and opportunities, and supports successful implementation of Presidential and College priorities. Represents the College President, as requested, at meetings, events, community engagements, internal functions, and other official College activities. Serves as a senior representative of the College and communicates the President's priorities and the College's mission, vision, and strategic direction appropriately. Provides counsel and support to the President and Executive Leadership Team on institutional matters and performs other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the College President.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution and eight (8) years of related work experience.

PREFERRED QUALIFICATIONS

Doctorate degree from a regionally accredited institution and five (5) years of administrative experience in higher education at the two (2) or four (4) year college level.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 3/27/23

Revised: 9/17/26