

**FLORIDA STATE COLLEGE AT
JACKSONVILLE JOB DESCRIPTION, 2023**

**VICE PRESIDENT FOR STRATEGIC AND INSTITUTIONAL EFFECTIVENESS
FLSA STATUS: NON-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) is a senior level position of the College President's Executive Leadership Team, responsible for the overall leadership and administration of the (SIE) for the organization. This position leads the strategic planning process and directs a comprehensive Collegewide program designed to collect, analyze, and distribute data for use in decision-making. Collectively, the Office of Strategic Priorities and Institutional Effectiveness supports the mission of FSCJ by fostering accountability and student success through planning, programs, research, assessment, grants and assisting with resource development.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides leadership to each of the functional units within the (SIE) division to successfully advance the college encompassing: Accreditation; Institutional Analytics and Research; State and Federal Reporting; Outcomes Assessment; Strategic Planning and Resource (Grants) Development.

Leads the College's comprehensive accreditation reaffirmation efforts, in compliance with Institutional Principles of Accreditation and College policies, procedures, and guidelines.

Tracks and monitors program accreditation, program licensure approvals, coordinates new program requests and monitors approvals/discontinuations of academic programs. Monitors deadlines and notifies appropriate chairs, deans and program managers for timely submission of accreditation self-studies, renewals, or other reports.

Coordinates College's Strategic Planning and promotes strong collaborative relationships among functional work units within the College, while providing oversight for access to and appropriate, ongoing use of data in support of informing strategic initiatives and decisions.

Oversees resource grant development efforts to support the funding of programs, project, services, and equipment related to the College's mission, vision, and strategic plan. Ensures compliance with rules and regulations of all federal, state, and private grant awards.

Assists, as needed, the institutional advancement efforts inclusive of fund development, resource development, and Artist Series.

Develops and recommends the Institutional Effectiveness budget; supervises functional units' expenditures and revenue, and maintains fiscal control.

Assists with the development of the Strategic Priorities budget.

Oversees Institutional Review Board process and serves as IRB chair.

Performs other duties as assigned.

ORGANIZATIONAL AREAS OF RESPONSIBILITY

Institutional Analytics and Research

- Collects, analyzes, and distributes data for use in planning, decision-making, and policy formation within the College.
- Serves as a resource to the College in developing and applying diverse analytical frameworks and methodologies focused on improving student success.

State and Federal Reporting

- Provides timely, valid, accurate data and reporting to the Florida Department of Education, the U.S. Department of Education, other external stakeholders, and College Administration, for purposes of compliance, analysis and management and in direct support of the College's mission, vision, goals, and objectives.

Outcomes Strategic and Assessment Planning

- Provides leadership and coordination of the College's strategic planning process.
- Supports Collegewide processes for determining the effectiveness of programs, services, and the institution as a whole in order to foster a culture of continuous improvement.

Resource (Grant) Development

- Collaborates with internal and external stakeholder groups to identify potential sources of support, offers grant-related workshops and training, leads design teams in crafting competitive proposals, works collaboratively with all design team members to facilitate program development through a variety of project-related meetings, submits proposals, and supports program managers after the proposal is funded.

Foundation

- Provides leadership for advancement and development, organizational structure, infrastructure, performance metrics (program and staff) to expand the College Foundation donor base, strengthening relationships with current and past donors and alumni including planned giving, and increasing the position in the local and regional philanthropic community to raise funds in support of the College's immediate, short- and long-term needs.

Artist Series

- Provides oversight and direction for the professional performing arts series of the college.
- Oversees the annual operational budget of \$5 – \$7 million depending on programs offered.

SUPERVISION RECEIVED

Supervision is received from the College President.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

VICE PRESIDENT FOR STRATEGIC AND INSTITUTIONAL EFFECTIVENESS

Page 3

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution supplemented by a minimum of eight (8) years of related work experience.

PREFERRED QUALIFICATIONS

Doctorate degree from an accredited institution supplemented by 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.

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.

VICE PRESIDENT FOR STRATEGIC AND INSTITUTIONAL EFFECTIVENESS

Page 4

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