

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR - INSTITUTIONAL RESEARCH AND EFFECTIVENESS

PAY GRADE: A-1

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for the direction of college-wide institutional research, planning, and effectiveness. Lead annual planning and assessment processes. Supervise external reporting and other functions associated with institutional research and effectiveness and maintain quality programs and services. Serve as the college's Title IX coordinator to ensure the institution's compliance with federal and state discrimination and sexual harassment laws, including but not limited to, Title VII, Title IX, Clery Act, and Violence Against Women Act (VAWA), and the college's Equity and annual EEO reporting. Develop and implement related policies and procedures. Provides technical expertise on issues pertaining to employee relations, equal access/equal opportunity (EA/EO) compliance, Title IX, and the Florida Educational Equity Act.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree is required or an equivalent combination of education and senior-level experience may be substituted for the degree requirement. Doctorate preferred.
2. Years of experience in the field: A minimum of five years of experience in leadership planning, research, or assessment-related activities is required. Experience with data analysis) to analyze data and develop internal and external business reports required. Experience with federal and state compliance monitoring and implementation.
3. Special skills or abilities related to the position: Sound knowledge of higher education including Title IX compliance, best practices in higher education planning, assessment, statistics, institutional research, decision support, data analysis, and information communication; ability to coordinate major activities, such as college-wide planning; excellent skills in writing and use of software in a variety of research and administrative applications; ability to cultivate trust, generate enthusiasm among diverse constituencies, think critically and strategically, and respond to complex inquiries. Concise communication and proficient public speaking abilities are required.

ESSENTIAL JOB FUNCTIONS:

1. Lead the institutional research, planning, and effectiveness team to achieve departmental and institutional goals; develop outcomes; assess effectiveness and implement improvement plans.
2. Work with IRE team to extract, compile, analyze, disseminate, and communicate quantitative and qualitative student and administrative performance indicator data and reports.
3. Supervise the preparation of state/federal reports and the creation, administering, and reporting of internal and external institutional surveys, evaluations, and assessments.
4. Oversee and/or conduct research, including design, collection, analysis, interpretation, and communication of findings; conduct special projects and studies to address decision-making needs of the college and for senior administrative staff and the president, as assigned.
5. Oversee and conduct analysis and Interpretation of data files and edit reports from the Florida College System.
6. Collaborate with the college's Information Technology department as needed to meet reporting and research needs.
7. Plan, develop, coordinate, and implement all activities necessary to communicate and educate the college community about the institutional effectiveness process of the College;
8. Assist the vice president with the college-wide strategic planning process. Coordinate the college-wide calendar of academic and service area program reviews.
9. Provides orientation, training, and support to departments in designing program and functional unit reviews; and delivers monitoring reports.
10. Oversee the implementation of WEAVE Online planning and assessment tools; lead the college-wide annual planning process.
11. Responsible for day-to-day application and review of institutional policies and practices to ensure compliance with meeting federal and state discrimination and sexual harassment laws.
12. Serves as the point of contact for all Title IX, and Title VII complaints and reports of sex discrimination, sexual harassment, sexual violence, and related allegations of sexual
13. misconduct as they impact students or the academic environment.
14. Prepares and disseminates educational materials, including brochures, posters, and web-based materials that inform members of the campus community of Title IX rights.
15. Ensures reported federal and state discrimination and sexual harassment laws and EEO
16. complaint incidents are submitted to the proper committees and legal representatives (as necessary) to ensure a timely and efficient process is established for each complaint and recorded and maintained in accordance with college procedures.
17. Ensures the college complies with the administrative goals of Title IX, Equal Employment Opportunities, which require the institution to remove barriers that prevent people on the basis of sex from participating in educational opportunities and careers.
18. Collaborates with appropriate personnel to ensure the development, implementation, and monitoring of appropriate disclosure, policies, procedures, and practices designed to comply with federal and state legislation, and regulation.

ESSENTIAL JOB FUNCTIONS:

19. Develops, implements, and/or oversees all collegewide nondiscrimination and harassment training and prevention programs; Works in close collaboration with Human Resources to implement training programs.
20. Coordinates collegewide strategic efforts aimed at the prevention of sexual violence and other forms of sex-based discrimination. Identifies and communicates necessary action to eliminate sex-based discrimination in all educational programs and activities; and ensures that student access to facilities, opportunities, and resources is equitable throughout the college.
21. Ensures prompt, effective, and equitable intake of Title IX investigations and findings and ensures timely resolution of all instances of sex discrimination made known to responsible employees and/or reported or filed by students or in relation to student situations.
22. Monitors all applicable federal and state laws, regulations, and other legal guidance regarding nondiscrimination and harassment; provides analysis of laws and recommends changes to college policies and procedures as necessary and appropriate. Develops, writes, revises, edits, and produces documents related to Title IX processes, policies, and procedures.
23. Maintains the appropriate computer files for monitoring and managing all records and communication protocols regarding Title IX, Title VII, and related laws, including grievances, disposition reports, and other records related to compliance.
24. Provide regular and annual reports on Title IX complaints and disposition, including all related federal compliance reporting.
25. Interview, selects, assign, and evaluate the performance of the Title IX investigative committee and members.
26. Oversight of the college's annual EEO reporting; prepares annual equity report; provides administrative support to the Campus Culture and Connections committee.
27. Remain current with knowledge in the fields of institutional research and Title IX.
28. Develop and manage the department budget.
29. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.
30. May be required to work a flexible schedule - late afternoons or evenings, or on weekends; work-related travel may be required.
31. Other duties as assigned.
32. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB:      OCALA CAMPUS, BLDG 3

SUPERVISOR OF POSITION:      VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS AND  
COLLEGE RELATIONS