

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR - INSTITUTIONAL RESEARCH AND EFFECTIVENESS

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for direction of college-wide institutional research, planning and effectiveness. Lead annual planning and assessment processes and related institutional research to support college-wide strategic priorities; Support external reporting and other functions associated with institutional research and effectiveness and maintaining quality programs and services.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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 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: Minimum of five years of experience in planning, research, or assessment related activities required. Experience with data access/analysis software packages and relational databases (such as Cognos, SQL, SAS) to analyze data and develop internal and external business reports required.
3. Special skills or abilities related to the position: Sound knowledge of higher education including 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 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. 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. Lead the reporting and analysis of the college's performance funding data.
5. 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.
6. Analyze database performance.
7. Oversee and conduct analysis and Interpretation of data files and edit reports from the Florida College System.
8. Collaborate with the college's Information Technology department and end users to design, manage and update queries in a data warehouse environment to meet reporting and research needs. Participate in design and implementation of management information systems.
9. Maintain knowledge of federal and state laws and SACSCOC requirements in relation to higher education institutional reporting requirements to ensure institutional compliance; assist in development of internal policies and procedures.
10. Plan, develop, coordinate and implement all activities necessary to communicate and educate the college community about the institutional effectiveness process of the College; communicate complex information and ideas to diverse audiences.
11. Assist the Vice President with the college-wide strategic planning process. Coordinate college-wide calendar of academic and service area program reviews.
12. Provides orientation, training and support to departments in designing program and functional unit reviews; and delivers monitoring reports.
13. Oversee the implementation of WEAVE Online planning and assessment tools; lead college-wide annual planning process.
14. Chair the Data Governance Committee and serve on college-wide committees as assigned.
15. Develop and manage the department budget.
16. Remain current with trends in the field of research, planning and effectiveness.
17. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.
18. May be required to work a flexible schedule - late afternoons or evenings, or on weekends; work related travel may be required.
19. Other duties as assigned.
20. 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, 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- 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 in an office environment

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

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Vice President, Institutional Effectiveness and College Relations