

## College of the Redwoods

## Position Description

Position: Dean of Institutional Effectiveness, Quality Assurance and Academic Partnerships	Position Number:
Department:	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 131

### **Summary**

Under policy direction of the President; plans, organizes, directs and integrates operations of the Institutional Research and Planning Office. Provides expert professional assistance to the President and other District management in areas of assigned responsibility; manages assigned functional areas to ensure compliance with District/college policies and procedures and state and federal regulations and requirements; and performs related duties as assigned.

### **Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Oversee the Office of Institutional Effectiveness to sustain relevant, high-quality data collection and analysis, research and evaluation.
- In partnership with the Vice Presidents and other college stakeholders, lead the development and implementation of an integrated planning, assessment and evaluation system across the institution.
- Collaborate with division and department heads in the development and execution of academic and administrative program reviews, assessment plans and processes.
- Serve as a strategic partner in the creation of an environment that promotes and supports using research and data analysis to guide decision-making and institutional improvement through innovative and professional leadership in the college planning process, operational effectiveness and policy formation.
- Oversee and assure accurate and timely institutional reporting to external constituencies and maintenance of data systems where necessary.
- Utilize analytical tools to respond to internal and external requests for information, monitor institutional performance against local, regional and national benchmarks, and conduct analyses to support college planning, enrollment management, program review and assessment.
- Provide leadership and coordination for strategic planning, institutional research, institutional effectiveness and evaluation, and quality assurance.
- Responsible for interacting with colleagues across the institution to ensure alignment and synergy with the goals of CR's Education, Enrollment Management and Annual plans.
- Coordinate the implementation of data collection methodologies that assess the College's effectiveness and student achievement, documents performance, and provides a context for College initiatives and planning processes.
- Provide leadership, continuous improvement and coordination for and among a broad range of planning, research, and evaluation processes in support of the College's academic and administrative efforts.

- Ensure that the College integrates and links planning, evaluation and resource allocation in line with its vision, mission, values, and goals.
- Represent the College on boards and with external agencies as assigned by the President.
- Serve as the Accreditation Liaison Officer.
- Lead and coordinate on-going accreditation activities and continuous improvement efforts.
- Evaluate programs and services to ensure they are meeting accreditation standards.
- Identify and research federal, state, and private grant opportunities that align and support the mission and educational master strategic plan of the institution.
- Serve as an advisor and key collaborator to the President and College leadership to respond to strategic partnership opportunities within CR service area.
- Develop external partnerships with key stakeholders including, public and private partnerships, technology companies and other higher education institutions.
- Lead grant related activities of the college to seek additional funding to support implementation of the College's annual and master plans.
- Provide administrative direction, and oversight of technology sector initiatives in areas to include academic programs, enrollment, accreditation, work-based learning, strategic planning, strategic partnerships, and other areas of operation.
- Liaison for Emergency Operations & Alternate EOC Director
- Oversee Title IX/DHR and Clery
- Oversee partnerships including—CR/HSU Partnerships and Humboldt County
- Assist the President's Office in external communication including the Year In Review Report, College Matters, and Health Matters.
- Assist the Director of Marketing and Communication in the development and implementation of the communications strategy for the President, for both internal and external constituencies.
- Help facilitate strategic management processes, provide expertise, and program management for specific strategic initiatives out of the President's office that are critical in meeting the Institution's strategic goals.
- Serve when requested as the presidential representative and /or chair on screening committees for executive positions.
- Accurately represent the President's position in internal meetings and discussions to help drive understanding and move decision-making forward.
- Handle and direct special projects as assigned by the President.
- Provide assistance and outreach to key stakeholders, including faculty, staff, students, alumni, members of the community and others.
- Direct the performance of assigned employees.
- Performs other duties as assigned.

## **Qualifications**

### **Knowledge**

Hands-on experience managing large databases and database management software to query and manipulate data for analysis including troubleshooting data integrity issues.

### **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to accomplish departmental goals, objectives and annual performance plans as they are assigned to

the position. Requires the ability to design applied research studies for use in education and social environments. Requires the ability to apply, interpret, and draw conclusions using advanced statistical concepts. Requires the ability to direct and facilitate the development, implementation, and evaluation of institutional assessment programs. Requires the ability to extract data from information systems using various report writing and query tools. Requires the ability design and apply algorithms, simulations and business models to solve multi-variable problems. Requires the ability to understand, interpret, and apply District and State laws, regulations, policies, and guidelines governing community college operations. Requires the ability to prepare complex, reports, multi-media presentations, and empirical findings, forecasts, and recommendations to audiences with diverse backgrounds. Requires the ability to work productively with others and make formal presentations.

### **Physical Abilities**

The position requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature, and to perform the following, with or without reasonable accommodation. Requires ambulatory ability to sit at a desk for extended periods of time to accomplish work and to retrieve work materials. Requires manual and finger dexterity to use a personal computer keyboard and pointing device and other common office equipment. Requires near visual acuity to write and read printed materials and computer screens. Requires speech and hearing ability to project voice to a large audience, carry on telephone conversations, hear and grasp verbal communications and equipment prompts.

### **Education and Experience**

The position requires a Master's Degree and two years of experience in research and planning.

### **Licenses and Certificates**

Valid California driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.