

# Association for Higher Education Effectiveness

## Sample Generic Position Description

### Position Level: Associate Vice President or Associate Provost

**Reports to:** Chief Academic Officer/Provost

**Position Summary:** As a member of the Provost's leadership team, this high visibility position serves as a strategic partner in creating an environment that promotes and supports using research and data analysis to guide decision making and institutional improvement. The AVP/AP leads development of a comprehensive, integrated system of data collection, research, assessment, evaluation and reporting that supports strategic, academic and operational planning. S/he evaluates progress on key goals, works with faculty to assure academic quality, and seeks solutions to achieve effective programs and operations. The AVP/AP is responsible for proactive questioning and targeted research and analyses on a wide range of institutional and academic issues and synthesizing diverse data points into a coherent set of actionable findings and recommendations.

### Sample Responsibilities:

- Lead development, implementation and ongoing monitoring of a system of integrated planning, assessment and evaluation across the institution to include research and analysis, environmental scanning, peer comparisons, monitoring of key trends, KPIs and reporting on progress of strategic initiatives to institutional constituencies.
- Integrate data sources, analyses and reporting to develop and maintain a coherent system of institutional knowledge and information. Partner with Information Technology and other relevant departments to assure appropriate data governance, delivery, and coordination.
- Oversee, direct and assure relevant, high-quality data collection and analysis, research and evaluation, including projections, program feasibility, ROI, predictive analytics and policy analysis that address institutional and academic issues, performance and health. Administer institutional surveys and develop and disseminate dashboards, scorecards and other means of appropriate data sharing.
- Proactively utilize research, assessment, evaluation and analytical tools to inform key institutional issues, identify problems and solutions, enhance decision making and instill best practices. Where feasible, make recommendations.
- Interpret and make meaning of data and research findings and contextualize them for institutional decision making. Present complex information in forms that are understandable to a variety of audiences.
- Oversee and assure accurate and timely institutional reporting to external constituencies and maintenance of data systems where necessary.
- Oversee and manage offices and personnel conducting strategic and academic planning, institutional research, assessment, evaluation, and business intelligence.
- Manage, mentor, train and evaluate staff.
- Consult with and support senior leadership as a member of the Provost's leadership team. Advise on trends, analyses, and key levers that will enhance institutional health, resolve problems and achieve goals.
- Work with faculty to develop and utilize learning outcomes data, program review and evaluation, and regional and disciplinary accreditation.
- Consult with and provide training to academic, student support, and administrative divisions in assessing, evaluating, and using data and research findings for applied purposes.
- Serve on a variety of institutional committees and task forces. Chair data and research related committees.

- Develop and maintain key internal and external partnerships.
- Serve in a key role in institutional accreditation.
- Keep current on external environmental issues affecting higher education, particularly changes in accreditation, accountability, and effectiveness, determine implications for the institution, disseminate this knowledge and apply it to institutional planning and decision making.
- Represent the institution in areas of expertise and responsibility to internal and external stakeholders as requested.

**Qualifications:**

- Minimum 10 years of progressively responsible experience including management of personnel and budgets, including effective management of professional staff and collaboration with faculty
- Master's degree in relevant research-based discipline, Doctorate preferred
- Proven leadership of a client-oriented service function at an institution of higher education
- Strong analytical skills and quantitative and qualitative research knowledge and experience
- Familiarity with data warehouses, data governance and security issues, and technical documentation and standards
- Ability to manage detail and simultaneously see the big picture
- Experience accomplishing goals with a specified timeframe and budget
- Demonstrated experience proactively utilizing data and research to identify and make recommendations on institutional issues
- Excellent interpersonal and written and oral communication skills with the ability to shape complex information into presentations that are understandable to diverse audiences
- Persuasion and negotiation, confidentiality, tact, ability to effectively work with internal and external institutional constituencies at all levels
- Knowledge and understanding of and ability to negotiate organizational dynamics and processes in higher education institutions
- Current knowledge of federal and state higher education policies, issues, regulations and trends