

Association for Higher Education Effectiveness

Sample Generic Position Description

Position Level: Executive Vice President or Vice President

Reports to: President

Position Summary: As a member of the President's Cabinet, this senior leadership position is responsible for leading the development and sustainability of an institutional culture of evidence-based decision making and improvement and for aligning strategic planning, budgeting, assessment and analytics to support achievement of institutional goals. In collaboration with the President, the EVP/VP leads development of the institution's strategy and long-term plan. Working with the senior leadership team and other key members of the institution, s/he develops operational plans and organizational systems and processes to achieve the strategy and evaluates progress on key goals. The EVP/VP leads cross-functional institutional initiatives, assuring implementation, monitoring progress, and facilitating change as needed.

Sample Responsibilities:

- In collaboration with the President and appropriate institutional constituents, develop institutional strategy that will assure the institution's viability and gain competitive advantage.
- 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.
- Collaboratively lead alignment of budgeting and operational practices with the institution's strategy, planning, and key priorities.
- Identify key initiatives and goals that are effective and those that need improvement and make recommendations.
- Proactively identify, research, and make recommendations on solutions or innovations that address institutional goals and challenges. Seek ways to improve organizational systems and processes.
- Provide advice to the President in strategy, planning, policy formation, strategic initiatives, and institutional improvement.
- Collaborate with senior leadership as a member of President's Cabinet.
- Develop and maintain key internal and external strategic partnerships.
- Lead cross-functional teams to achieve institutional objectives and facilitate change.
- Oversee and manage offices and personnel conducting strategic planning, institutional research, assessment, evaluation, and business intelligence.
- Manage, mentor, train and evaluate staff.
- Consult with academic, student support, and administrative divisions in developing appropriate goals, plans, and assessments, and using and making sense of data and research findings for applied purposes that stimulate organizational learning.
- 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.
- Interpret and make meaning of data and research findings and contextualize them for institutional decision making. Where feasible, make recommendations.
- Oversee and assure accurate and timely institutional reporting to external constituencies and maintenance of data systems where necessary.

- Lead and serve on a variety of institutional committees and task forces.
- 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 15 years of progressively responsible experience including management of personnel and budgets
- Master's degree, Doctorate preferred
- Proven leadership at an institution of higher education
- Strong analytical skills and quantitative and qualitative research knowledge and experience
- Demonstrated ability to integrate planning, budgeting, and analytical activities and communicate the value of this alignment to the institution
- Ability to manage detail and simultaneously see the big picture
- Experience accomplishing goals with a specified timeframe and budget
- Experience leading cross-functional institutional teams in achieving their goals
- Must be self-directed, a proven team builder, and able to set clear expectations and establish accountability
- 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
- Ability to communicate effectively in public settings, remain composed under pressure, speak diplomatically on sensitive issues, and maintain confidentiality when necessary
- Current knowledge of federal and state higher education policies, issues, regulations and trends