

## JOB DESCRIPTION

**TITLE:** Associate Vice President for Planning and Assessment

**SUPERVISOR:** Vice President for Academic Affairs

**JOB OBJECTIVES:** This position provides leadership and oversight for key assessment and planning processes. The Associate VP for Planning and Assessment reports to the VP for Academic Affairs and is responsible for providing leadership in the development of the College's Strategic Plan, annual Strategic Plan update, annual Assessment/Performance plans, reviewing results of annual Assessment/Performance indicators, recommending budget priorities based on Assessment results, monitoring preparation for SACS reaffirmation reviews, and evaluation of the campus planning and assessment processes. This position also serves as chair of the College's primary assessment and planning council.

### ESSENTIAL JOB FUNCTIONS:

- A. Coordinate "Strategic Planning" efforts by serving on college and TBR committees responsible for strategic plan development and implementation and provide general oversight of implementation activities and annual reporting.
- B. Coordinate "Performance Funding" efforts and prepare annual report for transmission to TBR and THEC.
- C. Provide leadership in the development of appropriate data systems to support institutional planning and policy-making procedures and maintain databases necessary for making forecasts, planning and evaluating institutional growth, effectiveness and long-range planning; coordinating efforts to improve institutional effectiveness.
- D. Coordinate the accreditation requirements of the Commission on Colleges of the Southern Association of College & Schools (SACS) and lead efforts to develop electronic reporting protocol suggested in the new criteria.
- E. Coordinate the development and reporting of decision support information such as peer group comparative statistics, retention reports, enrollment projections, program review data, and remedial/developmental enrollment and retention.
- F. Provide leadership in gathering, analyzing, verifying, and entering data into data collection systems such as IPEDS, Kansas Study, National Benchmark, ACT, and Petersons.
- G. Coordinate the development of annual institutional fact book and web site data for internal and external users.
- H. Coordinate the preparation of reports for submission to TBR and THEC.
- I. Perform other work as assigned.

### MINIMUM JOB STANDARDS:

- A. Bachelor's degree in appropriate field.
- B. Experience with research design; methodology; sound techniques in gathering, assembling and explaining data; and statistical analysis.

### JOB LOCATION:

The primary location is the college's main campus. Occasional travel throughout the service area may be required.

### EQUIPMENT:

Equipment as required to accomplish essential job functions, including general office equipment

### CRITICAL SKILLS/EXPERTISE:

- Excellent writing skills
- Computer skills with expertise using software packages
- Competence in the areas of research design; methodology; sound techniques used in gathering, assembling and explaining data; and statistical analysis
- Ability to analyze, summarize, and present data clearly, concisely and in appropriately useful forms to various constituencies
- Ability to work with diverse constituencies of the college
- Knowledgeable of goals, objectives, and operations of the college
- Ability to attend to detail while exercising good judgment in evaluating situations
- Ability to work with SIS, database programming, spreadsheet creation and updating, word processing and FOCUS report writing

### NON-ESSENTIAL FUNCTIONS:

None

**SALARY:**

**EMPLOYMENT DOCUMENTS:**

Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

**APPLY TO:** Human Resources  
Nashville State Technical Community College  
120 White Bridge Road  
Nashville, TN 37209

*Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer*

11/10/06