BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Vice President of Administrative Services

DEPARTMENT: Administrative Services

FUNCTION: Provides direction and oversight for institutional assessment, student learning assessment, institutional research and strategic planning initiatives. Leads and directs the Center for Institutional Effectiveness which oversees a comprehensive program of institutional research designed to support the mission of the College, to inform management decision-making, and to meet reporting requirements as mandated by state, federal, and other external agencies or as needed by stakeholders.

REPORTS TO: President

SUPERVISES: Managing Director of Institutional Research and Effectiveness; Technology Coordinator and an Executive Secretary; oversees Research Assistants

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Partners with the Vice President of Academic Affairs, Vice President of Student Affairs, Deans, Managing Directors and Faculty to establish and administer appropriate outcome measures; ensures outcomes assessment results are used to improve teaching and learning.
2. Provides organizational support to the College leadership team in establishing unit goals, objectives, and plans consistent with college-wide priorities.
3. Directs and ensures the integrity of data collection, maintenance, analysis and dissemination.
4. Collaborates with the Managing Director of Institutional Research and key internal stakeholders in the development and implementation of a comprehensive program of institutional research designed to support the mission of the Center, to meet the needs of internal stakeholders, and to inform decision-making throughout the College community.
5. Works with stakeholders to provide appropriate educational and training opportunities to the College community in support of the Center’s mission.
6. Directs the development of internal and external benchmarks related to institutional effectiveness in concert with the College community.
7. Ensures timely and consistent reporting of institutional data, benchmarks, and other performance indicators; oversees the preparation of all reports necessary to meet reporting requirements as mandated by federal, state, or other external agencies, or as needed by stakeholders.
8. Leads the College’s environmental scanning processes, and establishment/evaluation of key performance indicators.
9. Serves as a principal member of the College’s accreditation team.
10. Formulates, recommends, implements and evaluates policies, procedures, programs, processes and systems for Institutional Effectiveness.
11. Serves as a member of the President's Executive Council, the Management Team and other administrative committees as assigned.
12. Prepares, track, monitors and adheres to an annual budget.
13. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
14. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
15. Performs additional tasks or duties as assigned by the President or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses knowledge Middle States and/or other regional accreditation reporting requirements as well as information literacy, including experience with a variety of statistical software, reporting tools and administrative systems such as Ellucian. Strong project management skills, change management capability and performance outcomes focus are required. Has advanced proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master's Degree in relevant field required; PhD preferred

Experience: Minimum of 10 years’ of progressive experience in assessment, strategic planning, institutional effectiveness, and institutional research in a higher education environment
Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________  Date: ___________
Name/Title

Approved by: ___________________________  Date: ___________
Name/Title

Reviewed by: ___________________________  Date: ___________
Human Resources

Board Approval: ___________________________  Date: ___________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE