TECHNICAL COLLEGE
TCSG
SYSTEM OF GEORGIA

Job Title: Vice President for Institutional Effectiveness Job Code: 32703

JOB SUMMARY

The Vice President of Institutional Effectiveness (VPIE) provides direction and oversight for institutional assessment, assessment of student learning, institutional research and strategic planning initiatives. The VPIE serves as the college liaison to accreditation agencies. The VPIE 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.

MAJOR DUTIES

- Directs the design and execution of plans for maintaining accredited status for the college, as well as program specific accreditations, certifications and licensures; serves as institutional liaison to accreditation agencies; prepares accreditation documentation files for review by accreditation agency staff; prepares and submits annual reports as required; provides guidance to instruction administration concerning accreditation matters; Provides accreditation training as required;
- Coordinates and oversees the strategic planning process for the college; advises college administration and other staff on progress, problems, solutions and desirable changes in relation to strategic planning; schedules and conducts meetings to present, explain and discuss the strategic plan with individuals and groups; provides input in college policies and procedures; compiles and distributes annual reports; establishes time frames needed to complete projects according to federal, state, external agency, and department deadlines;
- Advances the vision, mission, purpose and values of the college across multiple campuses; communicates accurate information to department staff and outside entities; meets with outside entities for the promotion of policies and procedures and the sharing of resources; serves on appropriate college standing and ad hoc committees; reviews reports and other documentation to monitor levels of activity and to identify staff problem areas and strengths; analyzes decisions made by staff to ensure adherence to policies, regulations and department/college goals;
- Coordinates the development of program goals, objectives, policies and standards for quality assurance; analyzes and assesses the effectiveness of existing programs; coordinates the institutional research needed to evaluate the college's effectiveness; prepares and updates planning documents; reviews reports of independent project efforts to determine areas of weakness; recommends corrective actions and sets deadline; provides interpretations and guidance to college personnel to ensure compliance with state, regional and federal regulations; collects, analyzes and organizes data for input into planning and evaluation activities; provides evaluative services that ensure the ability to examine the effectiveness of academic programs and services; coordinates the preparation of the Integrated Postsecondary Education Data System, college boards, and various reports;
- Maintains the components of the Performance Accountability System; coordinates annual PAS reports and documents;
- Monitors the Federal Perkins grant activities and budget expenditures in accordance with federal guidelines; prepares and submits to TCSG budget amendments/adjustments for the Perkins grant;
- Researches grants and other funding alternatives;

- Represents the department at various internal and external meetings; Represents the college at intercollegiate and inter-agency meetings dealing with accreditation and institutional effectiveness matters;
- Implements TCSG Policies and Procedures related to the college's Institutional Effectiveness processes Develops, implements, updates, and communicates to college employees college procedures related to the Institutional Effectiveness unit;
- Manages and oversees financial/budget operation of the unit; Maintains up-to-date procedures and state or federal laws that may impact department initiatives;
- Directs and participates in the recruitment, selection, assignment of assigned personnel, Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures; Evaluates employees at scheduled intervals upon reviewing of all relevant information.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of college and/or program accreditation standards, policies and procedures
- Knowledge of budget development and management principles
- Knowledge of local demographics, regional issues, and the social culture of the community
- Knowledge of procedures, concepts, and research methods necessary for collection, analysis, and administration of various means of assessment utilized in higher education setting.
- Ability to relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

A Master's degree *and* Three (3) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.