



**Job Title: Institutional Effectiveness Executive Director**

**CLASSIFICATION DESCRIPTION**

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**Department: Institutional Effectiveness**

**Pay Grade: 121**

**FLSA Status: Exempt**

**Remote Work Eligible: No**

**JOB SUMMARY**

This position is responsible for coordinating and reviewing the development of multiple statistical and analytical reports and providing recommendations for continuous improvement. Duties include: planning, directing, completing, and reviewing long-term reports and studies; preparing projections related to curriculum, students, enrollment, and budgeting; directing survey and/or program assessment efforts; publishing research briefs; and participating on committees and task forces.

**DISTINGUISHING CHARACTERISTICS**

N/A.

**ESSENTIAL JOB FUNCTIONS**

- Directs staff; prioritizes and assigns work; evaluates performance; trains; ensures employees follow procedures and safety rules; and makes hiring, termination, and disciplinary recommendations.
- Serves as a liaison with employees and external organizations; represents the College at a variety of meetings, public events, training sessions, and on committees.
- Provides oversight and directs the implementation of internal operations including planning, coordinating, administering, and evaluating programs projects, processes, procedures, systems, standards, and service offerings; works to integrate and coordinate service areas.
- Ensures compliance with federal, state, and local laws, regulations, codes and/or standards.
- Directs the gathering, organization, and compilation of data in support of budgeting, planning, and/or evaluation and assessment; oversees the reporting of related data and information; directs the analysis of internal and external institutional research and/or planning projects; and reviews and disseminates research requests and associated processes.
- Meets, consults with, and makes key decisions with applicable University staff regarding projects; directs and oversees the completion of applicable projects; and communicates project status and results with relevant constituents.

- Reviews a variety of reports summarizing research data; analyzes related reports and/or data; and makes recommendations based on findings.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Master’s Degree in Higher Education, Education Research, Statistics, or a related field; six (6) years of related work experience in statistical analysis or applied research including two (2) years of supervisory responsibility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Managerial principles;
- Applicable federal, state, and local laws, regulations, codes and/or standards;
- Project coordination techniques;
- Research and data analysis principles and practices;
- Assessment, evaluation, and measurement principles;
- Research instruments;
- Statistical methods;
- Mathematical concepts;
- Data extraction and transformation;
- Surveying methods; and
- Computers and related software applications.

Skills in:

- Analyzing research reports;
- Coordinating research projects within the Department;
- Performing qualitative and quantitative research analysis;
- Using research instruments;
- Extracting and transforming data and information;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work;
- Interpret and apply applicable federal, state, and local laws, regulations, codes and/or standards;
- Monitor and evaluate employees; and
- Perform mathematical and statistical calculations.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
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Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***