

October 2018
FLSA: EXEMPT
SALARY GRADE: AB
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**ASSOCIATE VICE CHANCELLOR,
EDUCATIONAL SERVICES AND INSTITUTIONAL EFFECTIVENESS**

BASIC FUNCTION: Under the direction of the area Vice Chancellor, responsible for program review, outcomes assessment, oversight of research and reporting, curriculum, study abroad, adult education, distance education and accreditation. Provides support to the Vice Chancellor of Educational Services and Strategic Planning in preparing reports, contract reviews, leadership, supervision, and coordination for the District's academic and student services programs.

SUPERVISES/LEADS: Assigned District staff and personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Prepares a variety of reports/assignments for the Vice Chancellor of Educational Services and Strategic Planning.
2. Attends and co-chairs District Curriculum Committee meetings, facilitates curricular processes, and presents reports for the Board of Trustees.
3. Supports colleges in catalog and schedule of class development and production.
4. Leads preparation of the annual District Strategic Planning Report Card, including analysis of programs toward achievement of outcomes. Develops tools for monitoring milestones, assessing outcomes, and evaluating overall institutional effectiveness.
5. Applies institutional effectiveness methodologies in all institutional facets to ensure effectiveness, efficiency, transparency, and accountability.
6. Supports and collaborates with colleges in accreditation efforts, providing knowledge of requirements and leadership for report preparation.
7. Provides leadership for District Services Program Review and Planning.
8. Provides administrative oversight for Institutional Research, Academic Reporting, Adult Education, Study Abroad and Distance Education.
9. Maintains knowledge of student assessment and placement considerations and oversees academic placement policies.
10. Integrates student learning outcomes data, survey data, and other institutional assessment data and measures to provide a comprehensive analysis of institutional effectiveness.
11. Serves a member of the Vice Chancellor's Educational Services and Strategic Planning Cabinet and serves as administrative lead for Professional Growth and Sabbatical Leave, District Program Review and District Curriculum Committee.
12. Works in collaboration with the District Academic Senate on matters related to professional development, sabbatical leave, assessment, program review, strategic planning and accreditation.
13. Provides leadership to assigned administrative and support personnel, evaluates performance and establishes goals and objectives for the unit.
14. Oversees the budget of the department.
15. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations.

16. Participates in local, regional, and state activities to promote Riverside Community College District and the community college movement.
17. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Master's degree from an accredited institution and five years of leadership experience in academic planning, assessment, program review, and curriculum. Experience must include higher education management experience. A doctorate is desirable.

LICENSES/CERTIFICATION REQUIRED: None

KNOWLEDGE OF:

1. Educational policy analysis and research trends affecting higher education, including labor market trends
2. Enrollment management, instructional issues related to higher education, and mandated State and federal reporting
3. Research design methodology and qualitative and quantitative data analysis
4. Organizational strategies

ABILITY TO:

1. Understand and commit to the higher education philosophy
2. Understand contemporary issues and challenges facing community colleges
3. Work with diverse campus and community groups/organizations
4. Communicate effectively, both orally and in writing

CONTACTS: Administrators, faculty, staff, students, vendors, governmental agencies, external educational institutions, state chancellor's office personnel, and community members.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community (E.C. 87360a).

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.