

# CLASSIFICATION SPECIFICATION

## Assistant to the Vice President for Institutional Effectiveness and Development

FT/PT Class Code: 5129, 5629      Pay Grade B/C 12      FLSA: Non-Exempt      Rev. 10/24/16

***SUMMARY STATEMENT:*** An incumbent is responsible for providing administrative support to the Vice President for Institutional Effectiveness and Development in a variety of operational areas; including coordinating accreditation documents, supporting planning and assessment activities and coordinating the work of various task forces and committees.

### **NATURE AND SCOPE:**

An incumbent in this position reports directly to the Vice President for Institutional Effectiveness and Development. The incumbent provides support in areas that include, but are not limited to, those listed in the summary statement as well as: disseminating directives; preparing various reports; assisting in budget preparation and development by maintaining records and/or compiling data; performing special projects and studies; obtaining, organizing, and drafting administrative materials; and acting as a liaison between the Vice President for Institutional Effectiveness and Development, administrators, deans, directors, faculty, staff, and outside agencies.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Acts as principal assistant to the Vice President for Institutional Effectiveness and Development in a variety of operational areas.
2. Gathers accreditation information and prepares and maintains various accreditation documents such as: self-study reports and support materials, substantive change applications, and other accreditation documentation.
3. Provides support for Collegewide Planning and Assessment activities including gathering and summarizing relevant information, preparing documents and reports, maintaining databases, preparing templates and forms, coordinating meetings, and taking minutes.
4. Provides administrative support for the Planning & Assessment, Marketing & Public Relations and Institutional Advancement departments.
5. Performs research and compiles data for reports and special assignments.
6. Develops and manages the Institutional Effectiveness and Development Division's annual budget.
7. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of College operations, policies, practices and procedures
- ◇ Knowledge of computers, including knowledge of word processing, database management and spreadsheet software.
- ◇ Knowledge of database, word processing and spreadsheet software programs.
- ◇ Knowledge of policies and procedures of support services, such as records management, purchasing and equipment maintenance and repair.
- ◇ Skill in handling complaints tactfully and thoroughly.
- ◇ Skill in compilation, research and analysis of information.
- ◇ Excellent organizational, interpersonal and communication skills.
- ◇ Ability to create complex documents which may incorporate charts, graphs, tables, etc.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to work well with others.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

**MINIMUM QUALIFICATIONS:**

- ◇ Associate degree and four (4) years of responsible administrative support experience; or other equivalent combination of education and experience.