



Associate Vice President of Institutional Effectiveness Administrator IV

Another Source's client, Sonoma State University, is recruiting an Associate Vice President of Institutional Effectiveness to join their team.



As one of the 23 campuses in the California State University System, Sonoma is a mid-size comprehensive university, focusing on the liberal arts with a strong emphasis in the arts and sciences. Located approximately an hour north of San Francisco, SSU has 8,200 students, 400 faculty and 600 staff and administrators. Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to diversity, equity and inclusion, in the pursuit of excellence for all members of our university community.

Summary of the role

Under the general direction of the Provost and Executive Vice President for Academic Affairs, the Associate Vice President (AVP) for Institutional Effectiveness acts independently within broad policy and organizational guidelines and provides institutional support across the divisions for data- and evidence-based information gathering and decision-making. Planning, assessment, accreditation, and reporting are key areas of responsibility for the Office of Institutional Effectiveness. The incumbent leads a collaborative, service-oriented team committed to clear communication and to building systems for effective presentation of data. The incumbent develops and sustains the infrastructure for institutional data, reporting, and analytics. The incumbent plays a critically important role in supporting strategic budgeting and enrollment management and must demonstrate exceptional intellectual leadership, active engagement with the University community, and administrative skill. This includes dashboards supporting Graduation Initiative 2025, the university strategic plan, institutional strategic budgeting, and all reporting for internal and external reporting requirements (e.g., institutional, systemwide, WASC, IPEDS, and governmental reporting agencies). The incumbent is responsible for creating and supporting a culture of continuous improvement that includes overseeing assessment and program evaluations in collaboration with the designated staff and faculty who support accreditation and program review. The incumbent serves on the Provost's Leadership Council and is a member of the Academic Affairs leadership team.

Major duties of the position include, but are not limited to, the following:

- Provide leadership oversight and direction for measuring, evaluating and improving institutional effectiveness, strategic budgeting, and continuous improvement;



- Plan and direct the compilation of data and statistics to be reported annually to external agencies and to the university through regular reports and the publication of an annual statistical data book;
- Oversee the collection, management, and reporting of institutional information in the form of statistical summaries, analytical studies, and research reports to the University administration, faculty, staff, students and constituencies outside the institution;
- Develop and oversee information systems in partnership with key data-gathering and data utilization units on campus to ensure the provision of accurate and reliable information to fulfill external mandates and internal needs;
- Conduct institutional research, data reporting, and assessment projects to provide counsel to the University's Strategic Plan;
- Research and evaluate enrollment management, performance indicator, assessment, planning and student success information for institutional decision-making;
- Devise innovative solutions to meet institutional information needs, such as the development of dashboards for strategic planning and strategic budgeting in support of campus leadership and diverse stakeholders;
- Manage and oversee the accurate and timely collection and summarization, analysis, and reporting of data and assist various university departments and administrators in the effective design of research toward institutional improvement; supervise staff and provide opportunities for professional development;
- Maintain a web-based institutional portfolio with a commitment to robust data visualization;
- Develop and maintain collaborative relationships with other institutions and higher education agencies;
- Administer data support for program review, accreditation, grants, and contracts and consult on data collection methods and approaches to ensure continuous improvement;
- Provide leadership oversight for developing and sustaining a culture of evidence-based decision making and continuous improvement; effectively plan, develop, implement, and administer data and recommendations with a wide range of stakeholders;
- Engage in collaborative leadership style with a strategic and creative approach to issues, and exceptional problem-solving and decision-making abilities.

Qualifications

- This position requires a master's degree in a field related to institutional effectiveness (e.g., statistics, research methodology, data manipulation, etc.), along with a minimum of five (5) years in a managerial or leadership role.
- Must have experience with institutional research and research design.
- Doctoral degree in a field related to the position (e.g., statistics, research methodology, data manipulation, etc.) preferred.
- Experience with strategic planning and strategic budgeting preferred. Prior experience in higher education preferred. Knowledge of technology tools fundamental to strong institutional effectiveness (e.g., data visualization software, PeopleSoft, web design, etc.) preferred.
- The incumbent must demonstrate integrity and sound judgment in performing duties.
- Possess the ability to supervise the work of staff and recommend appropriate personnel actions.
- Be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed.
- Deal with stressful situations while maintaining composure.



- Contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary.
- Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis.
- Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.
- Must be able to accept constructive feedback and work cooperatively in group situations.

The CSU system is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.



Screening of complete applications will begin immediately and continue until the completion of the search process.

Inquiries, nominations, referrals, and CVs with cover letters should be sent via the [Another Source website](#). Electronic submission of materials is strongly encouraged.



Another Source works with their clients, on a retained project basis, to maximize the recruiting process.