



Office of Human Resources and Equal Opportunity Executive Administrator Job Description

VICE CHANCELLOR, STRATEGY, INSTITUTIONAL EFFECTIVENESS, AND ENGAGEMENT

COLLEGE: Central Services

SALARY GRADE: A1 - 12

Position Purpose:

As a key member of the Executive Leadership Team reporting to the Chancellor, the Vice Chancellor for Strategy, Institutional Effectiveness, and Engagement provides strategic oversight for district-wide planning, data analytics, institutional effectiveness, and organizational and stakeholder engagement. This position ensures alignment of district-wide plans with the Board of Trustees' vision, mission, and priorities, integrating academic, student services, technology, sustainability, and facilities planning to support long-term institutional success, student success, operational sustainability, and growth. This role actively fosters engagement across all levels, strengthening relationships with employees, students, community organizations, industry partners, and other key stakeholders. While collaborating on strategic technology planning and digital transformation efforts, this role does not oversee technology infrastructure, implementation, or district-wide IT governance. The Vice Chancellor leads strategic management and planning, fosters a culture of innovation, develops policies, ensures effective planning, and monitors performance while overseeing the Institutional Research, Governmental and Community Relations, and International Operations functions to ensure alignment with district-wide strategies.

Nature and Scope:

The Vice Chancellor for Strategy, Institutional Effectiveness, and Engagement serves as the Chief Strategy Officer for the District, providing leadership in strategic management, planning, policy development, performance monitoring, and engagement to enhance institutional outcomes. The Vice Chancellor has direct supervisory responsibility over a portfolio consisting of fixed functions as well as temporary programs or projects assigned by the Chancellor. These include primary functions such as Institutional Research, Public Affairs and Governmental Relations, International Student Programs, district enrollment management coordination, analytics for strategic decision-making, and other projects, programs, and duties as assigned, either temporarily or on a fixed basis in support of optimizing the District's operations. This position ensures the institution's effectiveness through the systematic collection, analysis, and use of data to drive continuous improvement and enhance strategic initiatives while also driving engagement efforts that promote meaningful internal and external relationships.

Key Duties and Responsibilities:

1. Provide vision and leadership for district-wide strategic planning, development, implementation, and evaluation of policies and procedures to ensure operational efficiencies, continuous improvement, and student success, ensuring alignment with the Board of Trustees' vision, mission, and priorities.

2. Advise the Chancellor and Executive Leadership Team on data-informed strategies for improving district and college operations, employee and other stakeholder engagement, community partnerships, and student success.
3. Lead the development and implementation of short- and long-range strategic plans to advance the district and its colleges, aligning with the Chancellor's strategic goals and established performance metrics.
4. Provide strategic leadership and supervision of the Governmental and Community Relations function to ensure alignment with district priorities, the Institutional Research function to support data-driven decision-making, and the International Operations function to ensure integration with broader institutional goals.
5. Develop and implement comprehensive engagement strategies to strengthen relationships with employees, students, community organizations, industry partners, and other stakeholders.
6. Serve as lead to ensure compliance with District policies and procedures in alignment with state and federal laws and regulations.
7. Cultivate effective partnerships with staff and administrators to achieve departmental goals and improve processes, program outcomes, and student success.
8. Identify and assess current and future organizational development needs through collaboration with executive and senior leadership.
9. Serve as the Chancellor's designee for shared governance committees and strategic advisory groups.
10. Lead district-wide strategic conversations regarding enrollment management, utilizing a data-informed approach.
11. Direct and oversee the collection, analysis, and communication of data and analytics to inform strategic decision-making and drive continuous improvement in student success.
12. Partner with District technology leadership to support technology-driven innovation and digital transformation initiatives that enhance strategic goals and innovation initiatives.
13. Develop and implement metrics and tracking mechanisms to measure institutional effectiveness, student success outcomes, and innovation initiatives and stakeholder engagement effectiveness.
14. Working collaboratively with Human Resources, support a healthy organizational culture through strategic visioning, employee engagement initiatives, and advisement on operational and fiscal sustainability.
15. Design and implement comprehensive leadership development programs and strategies to enhance employee engagement, growth, and retention.

16. Provide leadership in identifying, evaluating, and integrating strategic innovations to improve student success and operational effectiveness, with a focus on process improvement, data-driven decision-making, and institutional transformation.
17. Ensure continuous assessment of institutional effectiveness through evidence-based practices, accreditation compliance, and performance monitoring.
18. Perform other duties as required to support the mission and objectives of the District.

Employment Standards

Knowledge:

1. Broad knowledge of the mission, objectives, policies, and administrative procedures of community college systems, with the ability to quickly acquire in-depth knowledge of the District's specific context with a focus on strategic planning and data-informed decision-making.
2. Educational institution operations, including relevant laws, state and federal regulations, public policies, administrative practices, and legislative mandates.
3. Project management, leadership, and supervision.
4. Institutional effectiveness principles, data analytics, and strategic planning methodologies.
5. Computers and technology for productivity and innovation.
6. Budget management.
7. Effective enrollment management practices.
8. Knowledge of the educational, economic, and social needs of the District's diverse communities.
9. Knowledge of innovation methodologies, design thinking principles, and best practices in fostering a culture of innovation.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
2. Demonstrated ability to provide leadership in planning and implementation within a complex organization, inspiring change, and fostering a culture of innovation and continuous improvement.
3. Exceptional ability to communicate effectively, both orally and in writing, including the ability to craft complex proposals and create persuasive materials for diverse audiences.

4. Proven ability to build and maintain effective partnerships with internal and external stakeholders and foster a collaborative work environment to advance the District's mission.
5. Strong analytical, critical thinking, and problem-solving skills, with the ability to synthesize and disseminate data to inform decision-making.
6. Proficient in budget and resource management, with the ability to optimize resource allocation and enhance organizational effectiveness.

Education and Experience

1. Master's degree or the equivalent.
2. Five years of progressively responsible experience within complex organizations, with proven management accomplishments related to the requirements of this position.
3. Executive-level experience, including working with governing bodies or other high-level oversight committees.

Preferred Qualifications:

1. Experience in an educational leadership role related to strategy and organizational effectiveness.
2. Experience with educational institution operations, laws, regulations, and public policies.
3. Experience leading workgroups leveraging data to further institutional outcomes.
4. Experience advising and persuading senior leaders regarding strategic direction and planning.
5. Experience working with academic stakeholders and instructional leaders to address academic and professional matters and inform enrollment or program evaluation strategy.

Licenses and Certifications:

None

Environment:

Typical office environment. May require evening and weekend commitments.

Date Approved: 05/06/24

Revised: 04/07/25

EEO Category: H10