

Clark Atlanta University Job Description

Position Title:	AVP for Accreditation and Data Management
Employee:	
Department:	Office of Planning, Accreditation and Institutional Research
Reports To:	VP of Planning, Accreditation and Institutional Research

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The AVP for Accreditation and Data Management reporting to the Vice President of OPAR, the Associate Vice President (AVP) of Accreditation and Data Management provides leadership and support in areas of institutional research, assessment, and planning. The AVP is responsible for research projects, campus assessment initiatives, analysis and reporting of institutional assessment data, and generation of internal and external report. The AVP also provides assistance in the development of the University Strategic Plan/Annual Strategic Plan updates, annual assessment plans, reviews of annual assessment/key performance indicators, and accreditation reviews, and in the evaluation of campus planning and assessment. The Associate Vice President sits on various committees, other administrative, and advisory bodies at the University.

Examples of Duties and Responsibilities:

- Provides leadership in the development of appropriate data systems to support institutional planning and policy-making procedures and maintain databases necessary for making forecasts, planning and evaluating, institutional growth, effectiveness and long-range planning
- Assist with institutional and professional program accreditations
- Coordinate accreditation activities
- Assist in administering academic/administrative program review self-studies, evaluations and analysis
- Monitor implementation of the University's assessment plan activities
- Supervise the development, dissemination and presentation of institutional data and information
- Aid in design and facilitation of data collection surveys, instruments, and inventories
- Establish Standard Operating Procedures Manual for all institutional datasets
- Compiles accurate datasets on student enrollments, financial aid, housing, completers, athletics, faculty class loads, alumni, employees, etc., for internal and external reporting within the designated timeframe
- Establishes procedures for responding to institutional data requests (maintains up-to-date log of requests by due dates and responds in a timely manner)
- Collaborates with data systems (Banner, ARGOS, etc.) owners, departmental users, and subject matter experts to develop trend data tables and metrics to formulate KPI measures
- Develops Key Performance Indicators (KPI) data structures, report templates and end-user training and demonstration to translate departmental data needs into dashboard and reporting template(s)
- Designs, builds and maintains an Excel-based metric tracking system that supports decision data analytics and KPI modeling that is valid, visually engaging and highly actionable

- Serves as lead to collaborate with the registrar’s graduation records staff for degree evaluation and related interpretation of curricula for student-related Banner modules
- Coordinates with Banner and Argos technical staff responsible for creation, maintenance and development of departmental reports, queries, and databases for internal data/information needs and uses
- Responds to user needs relating to information flow and inquiries on Banner entries and activities from the University community
- Monitors and confirms all required additions, changes and updates to Banner policies and procedures are current
- Defines, ensures and communicates timely implementation of appropriate new data controls and procedures that affect university stakeholders
- Monitors OPAR data retrieval system rules, validation tables, classes and other operating parameters that involve various Banner modules
- Assists units with Office of Planning, Assessment and Institutional Research training, workshops, retreats and special events. (Prepares workshop materials and performs related duties as required)
- Serve as OPAR data representative on the Enrollment Management Committee
- Assist the VP of Planning, Assessment and Institutional Research in chairing the University Data Standards Committee, Effectiveness Committee

Knowledge, Skills and Abilities:

- Ability to analyze and interpret data and construct reports
- Prior SQL developer experience
- Knowledge of data collection and research techniques
- Experience with a contemporary student information system is required, experience with Banner is preferred
- Experience in Relational Database Management Systems (Banner), Structured Query Language (SQL), Microsoft Office (Access, Excel, PowerPoint, Outlook, Word) is required
- Experience with Argos and/or writing database queries using SQL is preferred
- Use Excel for presentation, reporting and training (e.g. build and utilize formulas, pivot tables, macros, and external data sources/queries)
- Utilize data visualization tools (motion graphics and/or info-graphics) and best practices that enable decision-makers and end-users to view, access and report data tables and charts
- Ability to interpret academic and administrative policies and to collaborate with academic department and cross-functional teams is essential Adequate knowledge of web technology
- Strong written and oral communication skills
- Above average organizational skills
- Ability to grasp and implement instructions
- Ability to interact effectively with individuals at different levels
- Ability to work independently

Minimum Hiring Standards:

Education	Master’s required, Doctorate preferred
Minimum Years of Experience Required	5 year of experience in higher education and five years of administrative responsibility.