ASSOCIATE VICE PRESIDENT OF STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS  
(POSITION NO. FA272)

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and team work. The College supports a culture of lifelong learning, celebrating its diversity, and recruiting and retaining star quality employees. This position will be assigned to the Office of Strategic Planning and Institutional Effectiveness, located on the Parham Road Campus, 1651 East Parham Road.


QUALIFICATIONS REQUIRED: Masters degree in higher education administration, public administration, public policy, institutional research or a related field. Considerable knowledge of higher education administration; budget and resource management; strategic planning; institutional effectiveness; and academic information-systems planning. Demonstrated ability to serve as an executive officer of the college; to develop and manage large-scale budgets; develop policies and procedures; develop and implement strategic planning initiatives; and conduct evaluative processes. Demonstrated ability to lead and direct college-wide administrative programs in the areas of institutional effectiveness, accreditation, college policy administration, and special college-wide programs. Demonstrated analytical ability and demonstrated ability to supervise and manage a professional staff. Demonstrated ability to communicate effectively, orally and in writing; and to use a personal computer and current software programs. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must successfully pass the college’s pre-employment security screening. A fingerprint-based criminal history check will be required of the finalist candidate.

QUALIFICATIONS PREFERRED: Doctorate in higher education administration, public administration, public policy, institutional research or a related field is preferred. Direct work experience in at least one of the following areas: research, statistics, policy administration, and strategic planning; management experience at the executive level; and experience in information-systems planning at the executive level is preferred. Community college experience is strongly preferred.

POSITION RESPONSIBILITIES: Reporting to the Executive Vice President, the Associate Vice President of Strategic Planning and Institutional Effectiveness advances the educational mission and institutional effectiveness of the institution by providing strategic direction to and management of the Office of Strategic Planning and Institutional Effectiveness and the development, implementation, and delivery of a comprehensive institutional effectiveness program. Through collaboration and communication with key campus constituents, the Associate Vice President has responsibility for institutional effectiveness program activities, strategic planning, assessment, policy review and revision, academic calendar development, institutional research data and analysis, curriculum development and review processes, management information reports, class scheduling, and accreditation matters. The Associate Vice President creates and maintains a service philosophy in a principle-based management environment encouraging college-wide utilization of the Office of Strategic Planning and Institutional Effectiveness (OSPIE).

APPLICATION PROCESS: Application reviews will begin, JANUARY 21, 2016. Applications will be accepted until the position is filled.

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website http://jobs.virginia.gov/. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.