

Vice President, Institutional Effectiveness & Chief of Staff  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251453>

Downloaded On: Jan. 15, 2025 8:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

<b>Job Title</b>	Vice President, Institutional Effectiveness & Chief of Staff
<b>Department</b>	All Jobs
<b>Institution</b>	Community College of Philadelphia Philadelphia, Pennsylvania
<b>Date Posted</b>	Jan. 13, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Executive Vice-President
<b>Academic Field(s)</b>	Administration - Other Administration - Executive
<b>Apply Online Here</b>	<a href="https://www.click2apply.net/ZLBMjDT7YeL5At1Azuxzk5">https://www.click2apply.net/ZLBMjDT7YeL5At1Azuxzk5</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Posting Details

### Position Information

Position Title: Vice President, Institutional Effectiveness & Chief of Staff

## Vice President, Institutional Effectiveness & Chief of Staff Community College of Philadelphia

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Requisition Number: SCA00795

### General Description

Reporting to the College's President, the Vice President for Institutional Effectiveness & Chief of Staff oversees institution wide strategic planning, and assessment in support of the College's Mission, Vision and Goals. This position provides strategic leadership for assessment, accreditation and compliance, institutional research, strategic planning, and the college's Institutional Review Board (IRB) and governance. With an eye towards continuous improvement and equity, the Vice President champions a comprehensive, collaborative, effective, and inclusive communication and feedback strategy throughout the college community while leading and supporting strategic goals toward institutional effectiveness, policies, and procedures. This position works collaboratively with senior leadership - including the Board of Trustees - to ensure that the College is meeting its strategic goals and making informed decisions. Along with other members of the President's Cabinet, the VP also represents the President at internal and external events, as needed, and maintains an informed understanding of the President's immediate priorities, deadlines and expectations. Through a collaborative leadership approach, this position coordinates with the President's Cabinet connecting work streams to oversee strategic, cross-divisional action plans (as directed by the President), to ensure continuous progress towards attaining high-priority, college-wide goals.

#ID23

### College Intro

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide*

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*range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### **Specific Responsibilities**

- Maintains broad responsibility for the ongoing development, implementation, assessment, and communication of the college's strategic goals and related outcomes.
- Develops and implements research-based strategies and best practices to achieve high levels of institutional effectiveness and excellence as recognized by - but not limited to - such programs as the Aspen Institution for Community College Excellence and the Baldrige Excellence Framework.
- Provides leadership for Institutional Effectiveness, Institutional Research and Assessment outcomes.
- Directs the design, planning, and implementation of College-wide training and development programs for faculty and staff that align with the College's strategic priorities and enhance student success.
- Serves as the ALO (Accreditation Liaison Officer) for all matters related to the Middle State Commission on Higher Education.
- Organizes ongoing and new presidential initiatives and manages projects assigned by the president that support fostering of an organization culture that values innovation, celebrates employee success promotes inclusion and inspires excellence.
- Serves on planning and policy-making committees as directed by the President.
- Maintain confidentiality of privileged information and perform a wide range of duties that require sensitivity, independent judgment, diplomacy, discretion, and flexibility.
- In collaboration with the Office of Strategic Communications, provides data analytics in the preparation of briefings, talking points, presentations and proposals for the President for internal and external purposes.
- Builds and maintains mutually supportive and collaborative relationships with all levels of management and staff.
- Coordinates with all divisions in the utilization of data to ensure that the College is maximizing efforts to ensure student success and career pathways.
- Other duties as assigned.

### **Minimum Qualifications**

- Master's degree in educational planning and assessment, data analytics, systems analysis or a related field required.
- Knowledge and experience in models of continuous improvement for large complex institutions

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required.

- Demonstrated ability to work collaboratively with other high-level executives.
- Strong problem-solving abilities.
- A high level of professionalism, tact, discretion, confidentiality and integrity.
- Excellent verbal and written communication skills.
- Excellent presentation skills.
- Strong leadership skills and proven success record in leading projects of varying complexity.
- Strong analytical, critical and strategic thinking, problem solving and decision-making skills required.
- Basic understanding of enterprise systems (e.g. Banner) and the data exchanges between the enterprise resource planning systems, such as Degree Works, Canvas, Starfish, Slate, Blackboard and others.
- Strong ability to lead a dynamic team of skilled professionals.
- Ability to work in a diverse academic environment and community.

### Preferred Qualifications

- Doctorate degree preferred.
- Minimum of 5 to 7 years of progressively responsible leadership positions within a higher education environment preferred.
- Knowledge of emerging issues in higher education/community colleges preferred.
- Deep understanding and knowledge of urban education and diverse student populations preferred.

Work Location: Main Campus

### Benefits Summary

#### Benefits:

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

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**Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

**Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 8

Min Salary/Hourly Rate: \$119,353

Max Salary/Hourly Rate: \$196,932

Job Posting Open Date: 09/24/2024

Type of Position: Administrator

Employment Status: Full-Time

**Special Instructions to Applicants**

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or*

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*ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- LinkedIn
- The Chronicle of Higher Education
- Indeed.com
- InsideHigherEd.com
- Community College of Philadelphia Website
- HBCU Career Center
- Higher Education Recruitment Consortium (HERC)
- Al Dia DIVERSECity Career Fair
- Neighborhood Job Fair & Resource Village (Temple University)
- Other

2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. \* Do you have a Master's degree in educational planning and assessment, data analytics, systems analysis or a related field?

- Yes
- No

4. \* Do you have knowledge and experience in models of continuous improvement for large complex institutions?

- Yes
- No

5. \* Do you have previous experience working with Banner/STARFISH or a similar enterprise-wide system?

- Yes

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- No
- 6. \* Do you possess a Doctorate degree?
  - Yes
  - No
- 7. \* Do you have at least five (5) to seven (7) years of progressively responsible leadership experience in enrollment management in higher education?
  - Yes
  - No
- 8. \* Do you have strong knowledge of emerging issues in higher education/community colleges?
  - Yes
  - No
- 9. \* Do you have a deep understanding and knowledge of urban education and diverse student populations?
  - Yes
  - No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. References

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano Aametrano@ccp.edu  
All Jobs  
Community College of Philadelphia

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