

Dean, Planning, Institutional Effectiveness & Research
Brazosport College

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Posted Apr. 30, 2025, set to expire Aug. 27, 2025

Job Title	Dean, Planning, Institutional Effectiveness & Research
Department	Academic Affairs
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Apr. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Executive Administration - Other
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Job Description

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Dean, Planning, Institutional Effectiveness & Research

Posting Number: 70931

Position Type: Administrative/Staff

FTE: Full-time

Department: Planning, Institutional Effectiveness, & Research (PIER)

Job Summary/Basic Function:

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Brazosport College, a two-time Top 10 finalist for the Aspen Prize for Community College Excellence and Achieving the Dream Leader College, seeks a dynamic and innovative individual to join its leadership team. The Dean of Planning, Institutional Effectiveness, and Research at Brazosport College (BC) is responsible for developing, implementing, and managing a comprehensive institutional effectiveness and research program to support evidence-based decision-making, strategic planning, resource allocation, and continuous improvement. The Dean leads an effective and wide-ranging program of quantitative and qualitative research that supports decision-making at all levels of the institution through activities such as data analysis, survey research, outcomes assessment, focus groups, and more. The Dean of PIER must have a strong analytical background, an effective expanding knowledge of institutional accreditation, assessment best practices, a deep understanding of institutional research in higher education, and the ability to communicate complex data effectively to a diverse range of stakeholders. The Dean of PIER must be adept at fostering a student first culture that values and utilizes data for continuous improvement. The role requires a collaborative leader with excellent interpersonal skills, capable of working with diverse perspectives and engendering trust across the college. The Dean of PIER will also be expected to contribute as a thought partner to the college's senior leadership, advising on trends and key issues that impact strategic initiatives. A commitment to customer service, a flexible and inquisitive approach, and the ability to manage and develop staff and processes to meet the needs of a complex institution are essential.

This position:

- Reports to: Vice President, Academic Affairs and Institutional Effectiveness
- Provides leadership for the Planning, Institutional Effectiveness, and Research Office's work in alignment with institutional goals.
- Provides data in support of the strategic plan and strategic initiatives.
- Works with the student success team and other key stakeholders to support **Anthology, Zogotech, Qualtrics, Nuventive, and other related software platforms.**
- Provides information and data-informed analyses to the President, President's Advisory Council, and other senior administrators and constituencies.
- Leads and/or participants on the Data Governance Team to develop advanced data analytics techniques to uncover insights and trends that drive institutional improvement.
- Identifies informational needs of stakeholders throughout the institution and works with them to provide appropriate information and analysis.
- Supports initiatives to improve data standards and policies, compliance, and accessibility across the institution.
- Collaborates with departments and divisions on assessment and continuous improvement initiatives. Advises each department and division on the completion of their annual assessments and process improvements along with the Director of Institutional Effectiveness. Provides

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institutional communications regarding assessment practices and timelines.

- Monitors and maintains institutional compliance with regulatory guidelines. Formulates, validates, and/or administers reports transmitted to local, state, and federal agencies to ensure data are submitted on schedule, contain accurate information, and comply with reporting requirements including all SACSCOC requirements. Works with various campus stakeholders to ensure timely and accurate submission of each of the aforementioned items.
- Supports college departments and committees with projects that involve data and analysis.
- Works closely with the Vice President of Academic Affairs and Institutional Effectiveness on the analysis and dissemination of institutional data to support the strategic plan and decision-making processes.
- Actively supports the college's Achieving the Dream initiatives.
- Actively supports the college's Aspen initiatives.
- Supports discipline specific accreditations and takes a leading role in the institution's SACSCOC accreditation activities.
- Partners with the IT on data governance, data sharing, and data storage policies and procedures.
- Serves on various college-wide and external committees, task forces, project teams, advisory groups, and affinity groups.
- Coordinates assessment days, assessment showcases, and other collaborative meetings.
- Collaborates with academic and administrative leaders to integrate analytics and assessment into their planning activities.
- Communicates findings and recommendations effectively to stakeholders, including senior leadership, faculty, staff, and external audiences.
- Works collaboratively with academic and administrative leaders to identify data needs and deliver actionable insights.
- Fosters a culture of continuous improvement by promoting the use of assessment and analytics to enhance institutional performance.
- Identifies opportunities for improvement and recommends strategies to address gaps that enhance institutional effectiveness.
- Stays current with emerging trends and best practices in institutional effectiveness, strategic planning, project management, data analytics, and assessment through professional organizations and research.
- Supervises the daily operation of the Planning, Institutional Effectiveness, and Research Office.
- Leads and manages a team of analysts and institutional effectiveness officers fostering a collaborative and innovative work environment.
- Manages the operational budget of the Planning, Institutional Effectiveness, and Research Office.
- Performs other related work as required.

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WORK ENVIRONMENT

- Office environment with occasional travel.
- Availability to work outside regular business hours as needed.

Minimum Qualifications:

The following are the minimum qualifications for this position:

- A Master's degree in a research-related field is required (e.g., Data Science, Statistics, Social or Educational Research, Higher Education Administration). A Doctorate is preferred.
- Minimum of five (5) years of experience in data analytics, institutional research, and assessment in a higher education setting.
- Minimum of five (5) years supervisor experience in higher education setting
- Proven leadership experience with a track record of developing and implementing organizational projects, data strategies and assessment initiatives.
- Significant experience in analytics, assessment, and institutional effectiveness within a higher education setting.
- Expertise with data analytics tools (e.g., SQL, Python, R) and statistical software.
- Functional knowledge and experience using business intelligence and data analytics platforms.
- Knowledge and experience with data governance, ensuring data integrity and compliance within business intelligence and data analytics platforms.
- Functional knowledge and experience using statistical software packages and data visualization tools for data analysis, retrieval, and dissemination is required; experience with PowerBi and or Tableau is preferred.
- Experience producing graphical reports, data visualizations, and interactive dashboards by using appropriate software and tools.
- Excellent communication and interpersonal skills.
- Ability to think strategically and translate complex data into actionable insights.
- Demonstrated expertise in data management, statistical analysis, and the use of analytics tools and software.
- Strong understanding of accreditation processes and standards.
- Excellent leadership, communication, and interpersonal skills.
- Proven ability to lead cross-functional teams and collaborate effectively with diverse stakeholders.

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Desirable Qualifications:

Physical Demands:

Able to traverse campus, reaching, handling, fine dexterity, vision, hearing, talking, and ability to drive to off campus locations.

Posting Date: 04/29/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 05/19/2025

Special Instructions to Applicants:

It is a requirement for an official transcript, (not a copy), documenting the minimum degree requirements be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Dr., Lake Jackson, TX 77566.

Applicants should attach a letter of interest, copies of official transcript(s), and resume or curriculum vitae.

To apply, visit <https://employment.brazosport.edu/postings/4581>

Contact Information

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

Contact

Academic Affairs
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