

**Associate Vice Chancellor,
Analytics and Innovation
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Associate Vice Chancellor, Analytics and Innovation reports to the Vice Chancellor, Educational Services, and provides overall leadership in the application of data, analytics, and modeling to the development of programs and initiatives that increase student engagement, access, and success as well as provide access to the benefits of education including employment in good jobs. Provides leadership and guidance in the identification, acquisition, combination, and utilization of data sources as well as the development and deployment of just-in-time analytical and machine learning models. Collaborate widely to investigate and realize the benefits of advanced analytical technologies (e.g., artificial intelligence, machine learning, deep learning) to education.

Example of Duties

1. Working with the Vice Chancellor, Educational Services, collaborate with the college vice presidents and provide leadership in the development and application of just-in-time analytics and data modeling to support college and districtwide enrollment management goals and other strategic priorities.
2. Creatively leverage grants and other funding to provide opportunities to use technology and analytics to increase recruitment and student success.
3. Collaborate with IT, institutional research, and institutional effectiveness staff to sustain and enhance highly available, scalable, intelligible, accessible, and well-documented data systems that allow and promote data-informed decision making, planning, and policy formulation.
4. Collaborate with the Chief Information Officer to implement technologies that support the data modeling, early alert, student support, and instructional needs of the district.
5. Support the development of strategic approaches to the integration of technology into the educational and student support environments of the Colleges.
6. Support the development and implementation of the District Strategic Plan.
7. Coordinate and provide administrative leadership to ensure alignment and documentation of data elements and definitions across various data sources.

Example of duties (continued)

8. Collaborate with district and college leadership and subject matter experts to develop action plans that leverage the insights derived from data modeling and analysis.
9. Collaborate widely to establish cross-functional, intersegmental, and multi-disciplinary teams capable of advancing and applying innovative data analytic strategies.
10. Support planning and assessment processes and related institutional research, supporting institutional initiatives, and research that supports external reporting like the accreditation process, and other assigned functions associated with institutional effectiveness and maintaining quality programs and services.
11. Support a culture of evidence through research and institutional effectiveness strategies.
12. Design and execute a staffing plan to meet requirements through selection, training, coaching, development, evaluation and supervision of assigned staff.
13. Act as a liaison with community, state and federal entities regarding educational technology, data science, institutional effectiveness, and research.
14. Promote and support the District's economic and workforce development mission through the application of analytics and data science to economic, social, and educational data sets and indicators.
15. Collaborate widely on the provision of professional development activities that support institutional effectiveness, data literacy, and data utilization.
16. Serve on, chair, or co-chair advisory boards and/or District or College committees as appropriate.
17. Review and recommended new and revised District Policies and Procedures as related to assigned areas of responsibility.
18. Prepare agenda items for the Board of Trustees, which relate to (a) general District policy recommendations and (b) strategic planning.
19. Initiate, plan, organize, and conduct meetings, seminars, and training programs relating to collaboration, strategic planning, and education technology.
20. Represent the District at public functions as appropriate.
21. Serve as a member of the Chancellor's Cabinet.
22. File annually with the Vice Chancellor, Educational Services, a report of activities for the year.

Example of duties (continued)

- 23. Supervise and direct assigned employees, including performance reviews.
- 24. Perform other duties as assigned by the Vice Chancellor, Educational Services.

Qualifications

Minimum:

- Master's Degree from an accredited college/university.
- Two years of progressively responsible management experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired Qualifications:

- Two years of progressively responsible experience working with large technology projects.
- Service on an accreditation team as an evaluator.

Knowledge and Abilities

Knowledge of:

- Principles of management, supervision and training.
- Research methodology and advanced techniques for statistical analysis.
- Application of data visualization and data science to the educational environment.
- Strategic and program planning
- Data governance principles
- Educational technology and the implementation in a community college environment.
- Budget development and administration.
- Collaborative strategies for diverse groups/populations.
- Mission of comprehensive community colleges.

Ability to:

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.

- Supervise, evaluate, and assist assigned personnel;
- Embrace and work effectively within a system of participatory governance in a multi-campus environment.
- Facilitate change in a productive and positive manner.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)