



**Assistant Vice President of Institutional Research,
Planning, and Assessment**

California State University, Bakersfield (CSUB) invites applications and nominations for the position of Assistant Vice President of Institutional Research, Planning, and Assessment (AVP-IRPA). The primary function of the position is to oversee institutional data collection and management and to coordinate strategic planning and assessment activities. The AVP-IRPA reports directly to the Provost/Vice President for Academic Affairs and will serve on the Provost Council providing leadership and direction on: student retention and success; assessment of educational effectiveness and institutional-related outcomes; meet CSU, federal, state, and other agencies' mandates and regulations; regional and specialty accreditation reporting; academic program review; and other projects. The new AVP-IRPA will be joining CSUB at a time of enormous opportunity and potential impact, as the campus is currently engaged in a transformative and data-informed strategic effort to improve student graduation and retention, increasing research productivity, and enhancing its relationship with the local community. The person selected will play a significant role in achieving campus strategic goals, rethinking and transforming the way the institution conceives, interprets, communicates, and delivers data and subsequent decisions.

California State University, Bakersfield (CSUB), founded in 1970, is a regional, comprehensive university serving the southern San Joaquin Valley of California. CSUB's service area covers nearly 25,000 square miles and is home to a socially and ethnically diverse population of over 11,000 students. CSUB is the only four-year degree granting institution within a 100-mile radius. Due to this, CSUB has a vital role in the educational attainment, economic development, and quality of life within the region. The accolades CSUB has received include Washington Monthly's #2 Best Bang for the Buck for Western Colleges (2018), Washington Monthly's #6 Best Affordable Elite Colleges and #17 out of 200 for Graduate Schools, and "A Top Public School" by US News and World Report (2019). CSUB serves around 9,800 undergraduate students and 1,600 graduate, credential, and post-baccalaureate students. 62% are Hispanic/Latinx (any race), 15% are White/Caucasian, 6% are Asian, 4% are Black/African American, 2% are Two or More Races, <1% are American Indian/Alaskan, <1% are Pacific Islander, 10% are Unknown/Declined/or Non-US Residents. (Data based on Fall 2020 Stateside enrollment). CSUB is a federally designated Hispanic Serving Institution (HSI).

Job Summary

- Responsible for the ongoing collection, analysis, presentation, and dissemination of data and information documenting institutional effectiveness and supportive of the strategic and graduation initiatives.
- Manages the development, generation, and assessment of data for use in campus-wide decision-making and resource allocation.
- Manages the support team in the production of institutional Tableau dashboards showcasing key performance indicators used by a range of stakeholders to track the University's effectiveness and to inform strategic planning and decision-making.
- Consults with and assists staff college-wide in development and analysis of survey instruments, questionnaires, and other studies related to unfolding institutional initiatives.

Required Qualifications and Experience:

- A master's degree from an accredited college or university (doctoral degree preferred), minimum of three years of experience in institutional research and assessment or related field;
- A documented and progressing responsible management experience;
- Strong understanding of qualitative and quantitative research design and analysis, predictive modeling, analytics, statistics, and information technology;
- Knowledge of best practices in higher education planning, assessment, institutional research, decision support, data analysis, and information communication;
- Demonstrated commitment to serving a diverse community, fostering an inclusive environment where everyone is valued and respected, and working effectively within an environment that values shared governance;
- Demonstrated ability to work collaboratively with faculty, administration, department chairs, staff, other campus personnel, and external constituencies;
- Demonstration of excellent leadership, communication, and interpersonal skills;
- Demonstrated ability to contribute to the achievement of institutional goals and objectives;
- Demonstrated knowledge and experience with budgeting, resource management and planning.
- Proficiency in one or more of the following statistical packages (SAS, SPSS, STATA, R)

Preferred Qualifications:

- Doctoral degree is preferred, and can be substituted with a minimum of five years combined progressive/increasing experience in institutional research and assessment or related field;
- Demonstrated success in working with external constituencies to listen, build relationships, and develop support and funding;
- Demonstrated ability to facilitate change, with a proven track record in the implementation of strategic initiatives;
- Knowledge of regional accreditation requirements in support of institutional compliance and related to planning and assessment;

- Demonstrated ability to work effectively with university executive teams;
- Experience working in a position that requires a high level of university support and service across multiple units;
- Demonstrated experience working with staff to improve client service skills; and Demonstrated experience with staff development and unit improvement.
- Experience with reporting and data visualizations tools such as Tableau, ArcGIS, COGNOS, etc.)

Background Check: A background/fingerprint check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU.

Mandated Reporter: The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Designated Position: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Appointment: The Administrator III appointment will be made under the guidelines for management and supervisory employees of the California State University. All rights and benefits associated with this appointment are governed by the Management Personnel Plan.

Closing Date: Applicants are encouraged to submit materials by January 15, 2022, for full consideration; however, the position will remain open until filled. The projected starting date is July 1, 2022.

Application Process: Interested candidates should submit (1) a cover letter clearly addressing how their experience, current responsibilities, and qualifications meet the standards and responsibilities as outlined in the full position description, (2) complete curriculum vitae, (3) the names, e-mail and mailing addresses, and telephone numbers of at least five references, and (4) A personal statement on your contribution to diversity, equity, and inclusion. The statement should include information on how the applicant currently or will potentially promote diversity, equity, and inclusion through their activities at CSUB.

Send materials to:

Dr. Brian D. Street, Chair, Search Committee
Office of the Provost
California State University, Bakersfield
9001 Stockdale Highway (Mail Stop 59)
Bakersfield, CA 93311-1022
Phone:(661) 654-2318
Email: bstreet1@csub.edu

Or email application as an attachment (pdf document) to Leslie Williams, (Office of the Provost staff) lwilliams8@csub.edu

CSUB is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.