



## **ASSOCIATE VICE PRESIDENT FOR PLANNING & INSTITUTIONAL RESEARCH** **Position Profile**

Texas A&M University-Corpus Christi (TAMU-CC) invites nominations and applications for a forward-thinking, collaborative leader to serve as the Associate Vice President for Planning & Institutional Research. The Associate Vice President for Planning & Institutional Research serves as a member of the University Leadership Council, participates in the President's Cabinet, and plays a critical role in collecting, analyzing and reporting institutional information.

### **Planning & Institutional Research**

The Office of Planning & Institutional Research (PIR) impacts the decision-making for a wide range of stakeholders across the university: administrators, faculty, staff, and students. PIR is responsible for ensuring accurate information is provided to these stakeholders in a timely, and at times proactive, manner. This office will play an important role in the university accomplishing the goals in its strategic plan, including enabling enrollment growth, enhancing student success, and ensuring accountability in the use of university resources.

Leveraging a range of information systems including Banner (student information), Blackboard Learn (learning management system), Digital Measures (faculty activity), and Argos (reporting), PIR develops analyses and reports to provide support for TAMU-CC endeavors and assists campus constituents in using and interpreting institutional data. Recent advancements such as a new data warehouse and an innovative predictive analytics pilot break down data silos, encourage collaboration, and enable access to new insights.

Positions reporting to the Associate Vice President include a Research Project Manager, two Research and Reporting Analysts, a Research Officer, and a Graduate Research Assistant.

### **The University**

TAMU-CC is a vibrant, relatively young doctoral-granting university and Hispanic-Serving Institution (HSI). With 12,000 students from 47 states and 54 foreign nations and 1,318 faculty and staff, it combines a heritage of teaching excellence with innovation in research and creative activity, as well as community engagement.

TAMU-CC possesses the key elements to support its move to the next level among its peers as a major Hispanic-Serving research university. The university's strategic plan, [Momentum 2020](#), lays out a bold agenda for developing recognized programs in areas important to the region and nation. To achieve this

goal, the university has begun to strengthen and grow its infrastructure to support existing and promising new programs. Services and operations dedicated to student recruitment, retention, and welfare will be expanded to meet increased student demands and enhance the educational experience for all.

TAMU-CC is a member of the Texas A&M University System – a network of eleven universities, seven state agencies and a comprehensive health science center. As a member of the Texas A&M University System, the school benefits from a range of centralized resources, increased visibility and political clout, and opportunities to collaborate in mutually beneficial ways with peers across member institutions and associated agencies.

TAMU-CC is on a trajectory to achieve national recognition as evidenced by the quality of its faculty and staff, the success of its students, the connectedness of its alumni and the excellence of its academic and student life portfolios. Its strategic location on the Gulf of Mexico and on the cultural border with Latin America provides a basis for gaining national and international prominence. TAMU-CC is committed to becoming one of the leading centers of higher education in the Gulf of Mexico region while serving the intellectual, cultural, social, environmental and economic needs of South Texas.

### **Leadership**

This is an exciting time to join the leadership team at TAMU-CC. Due to several retirements, the leadership team will be hiring a new Vice President for Institutional Advancement, Vice President for Marketing and Communications, and Vice President for Academic Affairs. Dr. Kelly Quintanilla was officially named President on September 1<sup>st</sup>. President Quintanilla has been with the Island University for 24 years, earning the rank of Professor of Communication and serving in multiple administrative roles (Chair, Director, Dean, and Provost). The successful candidate will join a highly collaborative team dedicated to open communication, data-driven decisions, innovation, efficiency, excellence, and unparalleled student success.

### **The Community**

TAMU-CC has a beautiful main campus located on a coastal island of 240 acres surrounded by the waters of the Corpus Christi and Oso bays – the only university located on its own island. TAMU-CC was ranked first on Best College Reviews' list of "50 Best Colleges By the Sea." Just eight miles from downtown Corpus Christi, the natural setting is enhanced by modern, attractive, and state-of-the-art classroom buildings and support facilities. With a population of over 300,000, Corpus Christi is the largest Texas city south of San Antonio, as well as a coastal city, making TAMU-CC highly attractive to prospective students from throughout the region and beyond.

### **Responsibilities and Qualifications**

Responsibilities of the next Associate Vice President for Planning & Institutional Research include, but are not limited to:

- Implementing a comprehensive and proactive plan for collecting, analyzing, reporting, and disseminating data on students, services, and academic programming, including defining policies and procedures that ensure accurate and trustworthy data;

- Engaging with a wide range of stakeholders across the institution to understand their needs, share insights concerning data, plan for the collection of information, provide the necessary training to effectively manage and understand data, and promote a data-driven culture;
- Managing office budget and personnel in a manner that enhances efficiency, empowers staff, and encourages a service-oriented mindset;
- Preparing key institutional, system, state, federal, and regional accreditation reports;
- Serving as a member of the President's leadership team and preparing analytical studies that present relevant information cogently in order to support decisions and planning;
- Managing the deployment of national surveys, assisting with internal survey development and deployment, and overseeing the analysis and dissemination of information derived from survey data;
- Supporting program reviews of all departments and accreditation efforts;
- Supporting the university's strategic planning process, including developing benchmarks and tracking progress; and
- Understanding current and future technologies as well as trends within the field of institutional research.

The successful candidate should possess the following skills and qualifications:

- A graduate degree in an appropriate field;
- Five years of related professional experience, including at least three years of data analysis experience in, or in an environment related to, higher education;
- Strong leadership skills that result in an efficient, effective, and proactive organization;
- The ability to work with faculty and administrative personnel at all levels within an institution;
- A broad understanding of how a university works and how institutional research can impact an institution's achievement of its goals;
- A track-record of ensuring accurate information is provided to stakeholders in a timely manner;
- Outstanding communication skills including the ability to present data orally, in writing, and graphically to various audiences;
- Advanced proficiency in spreadsheets, databases, and statistical software;
- Experience analyzing large datasets;
- Experience with diverse research methods;
- Broad and thorough knowledge of institutional research and assessment processes, state and federal policy, compliance processes, campus/system interactions, and enterprise software systems;
- Excellent problem-solving skills; and
- An awareness of trends within the field of institutional research and the ability to assess how future changes may affect an institution.

## **Nomination and Application Process**

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. However, in order to assure the fullest consideration, candidates are encouraged to have complete applications submitted to the search firm assisting the university by September 15, 2017. Requested application materials include a letter of interest; curriculum vitae; and the names, telephone numbers, and e-mail addresses of at least five professional references. All applications, nominations, and inquiries will remain confidential. References will not be called until after the first screening of applications and then only after the applicant has given explicit permission. All application materials must be submitted electronically in Microsoft Word or PDF format.

Please direct all applications, nominations, and inquiries for the position to the search firm assisting the university at the contact information below:

Ryan Crawford, Partner | Gretchen Hoffman, Senior Associate  
901 Mopac Expressway South  
Barton Oaks Plaza One, Suite 300  
Austin, TX 78746  
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Refer to code "TAMUCC-PIR" in subject line

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