



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base  
Wallace Drive

Created on: 4/14/2025  
Revised on: 2/25/2026

Job Title	Salary Schedule	Grade	Job No.
<b>Dean of Institutional Effectiveness, Grants and Special Projects</b>	<b>B</b>		<b>AD9986</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Vice President</b>	Non Exempt	No	No

**JOB SUMMARY:** The Dean of Institutional Effectiveness, Grants, and Special Projects is responsible for a comprehensive institutional effectiveness program including annual planning, assessment, evaluation, and continuous improvement. The Dean will conduct institutional research and identify pertinent data for informed decision-making, planning, and program development and management. The Dean will prepare internal and external reports specific to the College’s performance. The Dean also oversees grant writing, grant management, and grant administration for the College and various positions that fall within the area of responsibility, and completes special projects as assigned by the president or vice presidents.

Direct Supervisory Responsibility:     YES     NO

**QUALIFICATIONS:**

- ◆ Earned Master’s degree from an approved **U.S. Department of Education accredited institution required**
- ◆ Minimum of 5 years’ experience in the SACSCOC accreditation and compliance process required
- ◆ Prior college experience in administrative and leadership roles required
- ◆ Earned doctorate from an approved U.S. Department of Education accredited institution preferred
- ◆ Teaching experience preferred

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Demonstrated knowledge and experience in data management, statistical analysis, and generation of outcomes reports for various audiences
- ◆ Knowledge of federal/state/local grant guidelines and budget management
- ◆ Understanding of the community college mission
- ◆ Effective verbal and written communication skills
- ◆ Ability to work on a team in a collegial manner
- ◆ Effective interpersonal skills
- ◆ Active engagement in college and community activities

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- ◆ Plans, organizes, directs, and implements a comprehensive institutional cycle of assessment and planning results in continuous improvement
- ◆ Plans and coordinates an institutional research program to ensure college effectiveness and

dissemination of data to support the development and improvement of all programs/services

- ◆ Serves as the SACSCOC Accreditation Liaison
- ◆ Accountable for ensuring SACSCOC compliance and specialty/program accreditation compliance throughout the College
- ◆ Manages college committees, ensures fair and objective representation of all college stakeholders, and dissemination of committee guidelines, responsibilities, and results
- ◆ Conducts research studies and generates reports as required by the Alabama Community College System and the US Department of Education including, but not limited to, IPEDS Reports, Athletic Disclosures, Gainful Employment, and Student Right-to-Know Reports
- ◆ Conducts needs assessments, college or program surveys, faculty surveys, and other research studies to support institutional planning, evaluation, reporting, and sound decision-making for college operations and budgeting
- ◆ Oversees the design and dissemination of college-adopted accountability measures and assures coordination of these measures with planning and accrediting activities
- ◆ Administers and directs the College's efforts in securing external funding, provides supervision and support to grant writers seeking funding, and assures an effective review/evaluation process for all grant applications
- ◆ Supervises compliance with all grant funding sources and monitors grant operations and proper expenditure of grant funds
- ◆ Coordinates the Program Review Process in collaboration with the instructional deans to ensure results that lead to continuous improvement
- ◆ Develops and/or revises institutional policies related to institutional effectiveness, external grant funding, and special projects
- ◆ Conducts special projects at the direction of the president and vice presidents
- ◆ Supervises various positions that fall within the area of responsibility
- ◆ Performs other duties as assigned
- ◆ Adheres to all policies and procedures of the Alabama Community College System, the College, and SACSCOC
- ◆ Complies with all policies of the Alabama Community College System, and the College

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

#### **Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials

- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

**Reviewed by: HR Manager**

**Employee Name:**

---

**Employee Signature**

---

**Date**