

Director of Research, Planning, and Implementation and Asst. to the President for Board and Government Relations  
Research, Planning and Implementation and Office of the President

**Position Summary:**

**Qualifications:** Requires MA, and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Doctorate in a relevant field preferred. Other requirements include: minimum of 10-years of experience in the use and evaluation of data and business analytics to build and execute strategic plans; minimum of 10-years of experience in educational planning and execution: demonstrated senior leadership skills, including staff development. Some experience in program assessment helpful. Well-developed skills in information technology, management reporting, presentations, and project management. Requires extensive and developed communication skills including ease in making presentations. Excellent interpersonal skills required including the ability to maintain strict confidentiality and demonstrate discretion in communications with others. Requires ability to communicate effectively both orally and in writing, and to build and manage harmonious relationships with all College constituents, Board of Trustees, government officials, and others within the higher education community. Strong statistical and analytical skillset and ability to pro-actively support the organizational mission.

Responsibilities include:

1. **Research:** Oversees, compiles and completes institution-wide studies for various state and federal government agencies including conducting and submitting compliance reports with state and federal bodies. This includes the institution's state and federal reporting requirements (e.g., IPEDS). Conducts special administrative and research studies on a wide range of subjects related to the overall management and operations of the college, as well as special projects and programs initiated by the President. Serves in a key support role to provide data for the college's periodic accreditation process with the WASC Senior College and University Commission.
2. **Planning & Implementation:** Works with the various college constituencies and the strategic planning consultant to ensure creation and execution of the ongoing strategic plan (map). Responsible for leading activities related to planning, institutional research, institutional effectiveness assessment and required reporting processes. Co-chairs the Strategic Planning Committee.
3. Oversees processes to evaluate the overall effectiveness of the College in achieving its mission, meeting its goals, and accomplishing its Strategic Plan. Develop and review strategies to ensure College projects align with the strategic plan and desired outcomes.
4. **Board Relations:** Oversees, plans, and works closely with the President's Office in the execution of board meetings. This includes working individually and corporately with members of the board of trustees, coordination of all board meetings, and assisting with the Board of Advisors, the Westmont Foundation and other related groups. Assists in scheduling the committee and board conference calls, and verifying and distributing the minutes. Coordinates meetings of the Board, the Executive Committee, Standing

Committee Meetings, Trustee orientation programs and Trustee retreats. Drafts agendas, schedules, notices, minutes and resolutions of the Board of Trustees' meetings, in conjunction with the President and Board Chair, as well as other meetings hosted by the President as needed. Maintains all relevant materials for Executive Committee and Board meetings. Coordinates the archiving of all Board and Committee files.

5. Serves as the primary point of contact for various outside publics.
6. Government Relations: point person for all contacts with governmental bodies at the local, state, or federal level.
7. Other duties as assigned.
8. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports jointly to: The VP/Finance and the President

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