



<b>Job Title</b>	Assistant Vice President, Institutional Knowledge Management	<b>Job Code</b>	AA0611
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	22
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<b>Subfamily</b>	Data Analytics and Reporting

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Data Analytics and Reporting Professionals** perform statistical analyses for university reporting to internal and external bodies that facilitates decision- making, strategic planning, and University assessments.

**Job Summary**

Provides leadership and vision in overseeing and directing the daily operations and functions of Institutional Knowledge Management (IKM) to include the units of Institutional Research (IR), Analysis and Decision Support (ADS), and IKM Operations.

**Representative Duties**

1.
  - Oversees and directs the daily operations and functions of Institutional Knowledge Management (IKM) to include the departments of Institutional Research (IR), Analytics and Decision Support (ADS), and IKM Operations
  - Develops and administers policies and procedures for IKM that are guided by and in support of the University and Division Strategic Plans
  - Oversees the continued development of the university data warehouse and business intelligence and analytics applications
  - Oversees the design, programming, integration, and modification of databases and server infrastructures, which support IKM applications
  - Supervises technical leads to ensure best practices are utilized to maintain databases at optimal performance levels for university community and other users
  - Collaborates with university personnel to develop new or customized data systems and processes that meet university needs and facilitate the utilization of these data to support decision-making and student success initiatives
  - Serves on university committees and participate in workgroups where IKM representation is needed or deemed appropriate
  - Develops special studies and provide detailed briefings and data to the Board of Trustees, President, Provost, Deans and Vice Presidents, and other university administrators as needed
  - Manages IKM budget allocations and expenditures
  - Authorizes resource allocations and ensure the cost-effective use of funds
  - Serves for the Associate Vice-President in his/her absence
2. **Institutional Data Administrator**
  - Directs the authorization, development and release of university data to any appropriate requestor, including state and federal reporting entities, UCF administrators, faculty, staff and external vendors
  - Ensures compliance with the Public Records Act as it relates to confidentiality of data
  - Coordinates the creation and definition of new data elements with support from Information Resource personnel
  - Evaluates and grant approval for access to University data systems
  - Coordinates resolution of access or data element disputes

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
10+ years of relevant work experience 5+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**