



Job Title	Associate Vice President and Chief Analytics Officer	Job Code	AA0115
Pay Plan	EXC	Pay Grade	24
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
			Academic Administration

Job Family & Subfamily Summary

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

Academic Administration Professionals develop, implement, promote, and administer academic and/or administrative services in order to further the teaching and research mission of the university. Responsibilities include developing, evaluating, and/or overseeing curriculum or program offerings, communicating program goals, developing community partnerships and programs, advising deans and faculty regarding programmatic issues, and handling complex administrative problems for an academic based unit.

Job Summary

Serves as the Chief Analytics Officer representing the connection between the university leadership needing real-time insights to support university priorities and the units generating analytical output; provide analytics leadership within Academic Affairs; and, provide oversight and leadership to the IKM unit.

Representative Duties

1. Academic Affairs

- Leads the university's data analytics strategy
- Utilizes institutional data to prioritize and demonstrate improvements in areas of student success
- Discovers innovative ways to leverage institutional data
- Makes recommendations, formulate policies and collaborate with university personnel to develop new processes that meet university information needs
- Nurtures an enhanced culture around the use of data within the university
- Provides coordinated leadership to analyst personnel working within IKM, myKnightStar, Pegasus Path, myKnight Audit, Ad Astra, and Academic Analytics
- Provides leadership related to student- and academic-related analytics
- Provides staff support for the Board of Trustees (BOT) - Educational Programs Committee
- Collaborates with the Board of Governors (BOG) and participate in system-wide committees
- Fosters development and final approval of the Annual Accountability Report through the BOT and BOG

2. Institutional Knowledge Management (IKM)

- Provides overall leadership for the university's analytics activities, with significant activities focused on student success
- Directs the authorization, development and release of university data to any appropriate stakeholder; 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 and resolves data governance issues with support from Information Resource personnel
- Serves as a data lead for university consortium and grant activities (ex. University Innovation Alliance, First in the World, Institutional Partnership, Florida Consortium of Metropolitan Research Universities)
- Provides vision to the 20-plus IKM unit team related to the development, delivery, and actions in support of decision support
- Makes recommendations, formulates policies and collaborates with university personnel to develop new knowledge management processes and procedures that meet the university needs and facilitate the utilization of business intelligence for evaluation and decision-making purposes

- Oversees the IKM budget allocations and plan expenditures
- Authorizes resource allocations and the cost-effective use of funds

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's; PhD
Certification(s)		
Licensure(s)		
Work Experience		
12+ years of relevant work experience 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

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.