

RAMAPO COLLEGE OF NEW JERSEY
JOB DESCRIPTION

TITLE: Chief Planning Officer (Vice President, D37)

DESCRIPTION POSITION NUMBER: 641149

INCUMBENT: Dorothy Echols Tobe

UNIT/DIVISION: Institutional Planning/Office of the President

DATE: June 2017

RAMAPO COLLEGE OF NEW JERSEY:

Mission: Ramapo College of New Jersey is *New Jersey's Public Liberal Arts College*, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Established in 1969, Ramapo College of New Jersey has an enrollment of 5,000 students and offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work. In addition, Ramapo College offers courses leading to teacher certification at the elementary and secondary levels. The College also offers eight graduate programs as well as articulated programs with Rutgers, The State University of New Jersey, New York Chiropractic College, New York University College of Dentistry, SUNY State College of Optometry and New York College of Podiatric Medicine. The College is ranked as fifth in the Best Regional Public Universities North category by *U.S. News & World Report*.

Undergraduate students choose to concentrate their studies in one of five schools with more than 539 course offerings and 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and average class size of 23, affording students the opportunity to develop close ties to the College's exceptional faculty.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time, managerial position, and days of work and hours are Monday through Friday, 8:30 a.m. to 4:30 pm. Note: This position is in the "NL" category of employment (non-fixed work week) and individuals in this role have no claim or entitlement to time off or cash compensation for hours worked beyond their normal schedule. Occasional evening and weekend work may be required as job duties demand. Compensatory time will not be granted for work done as an extension of the regular work day. It is the policy of the College to grant hour for hour compensatory time off, with advance approval, only when employees are required to work on a holiday. Time earned must be used within one fiscal year from the time it is earned.

JOB SUMMARY:

Reporting to the President and a member of Cabinet, the Chief Planning Officer (“CPO”) provides overall leadership and strategic direction for college planning, institutional effectiveness, capital improvements and space management operations. He or she is responsible for the implementation, training, assessment, adherence to, and reporting of the College's progress on the Strategic Plan and the new Campus Facilities Master Plan to various constituent groups, including the Board of Trustees and the Cabinet. The CPO creates appropriate policies and procedures; provides oversight in the development and preparation of institutional planning documents; works closely with academic and administrative officers and other employees on planning; and provides direction, guidance, and oversight to the offices of Institutional Effectiveness and Emergency Preparedness/Business Continuity.

DUTIES

Provide Strategic Leadership

1. Works closely with President, Cabinet and BOT to coordinate the planning, implementation and evaluation of the College’s Strategic Plan initiatives.
2. Chair the Strategic Planning Implementation Team.
3. Engage faculty and staff in the planning and implementation phases of the College’s initiatives.
4. Manage process for institutional planning and effectiveness, resource allocation and budgeting in support of Strategic Plan, Facilities Master Plan, Space Allocation and Emergency Preparedness.
5. Design support and drive unit strategic plans in order to improve key processes, assess institutional needs, and develop collaborative team environments.
6. Supervise the managers in the Offices of Institutional Effectiveness, Emergency Preparedness and Business Continuity.
7. Develop and oversee space management initiatives.
8. Lead and deliver other key projects as requested by the President.

Leading Institution-wide Analytics (Academic, Administrative, Advancement)

9. Facilitate the assessment of College outcomes with regard to mission and goals, and key performance indicators.
10. Assess and monitor progress on implementation schedules and issue progress reports.
11. Communicate and collaborate planning issues to various constituent groups, including faculty, staff, students, and board members. Develop rigorous data-based recommendations on a wide-range of strategic issues.
12. Facilitate the development of institutional key performance indicators that are widely known and effectively utilized.
13. In consultation with the AVP Administration and Finance/Compliance Officer, monitor progress on the College’s Facilities Master Plan.

REQUIREMENTS

EDUCATION

A graduate degree in a related field is required; earned doctorate in a related field is preferred.

EXPERIENCE

Demonstrated expertise in current principles and procedures of higher education strategic planning, assessment, and data analysis are required. A minimum of eight years of strategic planning and assessment experience required, as well as successful tenure serving in a senior-level administrative role in higher education.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of planning principles, practices, and budgeting; ability to analyze and interpret information related to trends in higher education; effectively and efficiently manage employees and resources; interpret and correctly apply college policies and procedures; analyze problems and determine appropriate solutions; communicate effectively in both oral and written forms; work cooperatively with colleagues and staff at all levels; high proficiency with computer applications such as Microsoft Word, Excel, (Weave, and other planning and measuring software), etc.

EEO Statement:

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, the Diversity Action Committee offerings, and the other numerous diversity conferences and programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.