

Director, Data Strategy and Operations ***New Jersey Council of County Colleges***

New Jersey's community colleges are essential institutions of higher education and economic opportunity able to reach a significant proportion of the state's population and to offer high quality education that serves the needs of students, employers, and local communities. Created in the 1960s, New Jersey's community colleges now enroll over 225,000 students at over 60 campuses throughout the state, making them the largest provider of higher education in the state.

The New Jersey Council of County Colleges seeks a Director, Data Strategy and Operations to join a team of committed professionals to support and strengthen the work of the state's community colleges. The Director will play an important role in implementing Vision 2028 (<https://www.njccc.org/vision-2028>) and in realizing an ever-expansive vision of the future of higher education; a future that is agile, collaborative, and innovative, and that prepares individuals, at varying stages of their lives and careers, for success in an increasingly diverse society and global economy.

The Director will provide critical leadership to the Council and to the Council's Community College Consortium for Workforce and Economic Development in the support of community college efforts to expand **Access** to higher education, address **Equity** gaps in higher education, increase **Adult Engagement** in community colleges, and support student **Progress / Success**.

The Director will be a member of the leadership team of the Council and will report to the President of the Council. The Director will initially supervise one professional staff member. The Director will work with Council and Consortium leadership to seek additional funding to support priority projects and initiatives.

The Director will be the lead staff member responsible for the implementation and refinement of the funding formula used to distribute \$149 million in state operational aid to the 18 community colleges, will lead the Council's efforts to support the operational needs of community colleges (including business operations, state capital investments, state and federal financial aid and human resources), and will lead the Council's efforts to develop and implement a strategy for using data to inform Council and community college decisions.

The Director will provide staff leadership to the Council's Collaborations and Operations Committee to ensure governance of key decisions by community college Presidents and Trustees. The Director will provide staff leadership to the Data Integrity and Success Measures Task Forces (consisting of community college Presidents) that will guide the refinement of the community college funding formula for the distribution of state operating aid.

The Director will contribute to the development and refinement of a strategic direction for the Council that fully supports the state's 18 community colleges and will also contribute to the development and implementation of an ambitious **Policy Agenda** in support of community college priorities. The Director will collaborate regularly with the staff of the Council's New Jersey Pathways to Career Opportunities Initiative (www.njpathways.org) to ensure alignment of Council and Consortium projects and initiatives.

The Director will work to connect the work of the Council, the Consortium and New Jersey's community colleges to national organizations and thought leaders to support key priorities, projects and initiatives.

DATA STRATEGY: The Council is committed to being a data-driven organization and to supporting the efforts of community colleges to use data to inform key decisions. The Director will lead the effort to develop and implement a strategy for the use of data, including student data, labor market information, and longitudinal data systems, to inform the decisions of the Council, the Workforce Consortium, and the community colleges. As a first tangible step, in fall 2022, the Director, with assistance from external consultants, will lead the effort to develop and implement a strategy for using data to inform the Council's Pathways to Career Opportunities initiative. The Director will interact with community college leaders and staff (including institutional research staff), state government agencies, and national experts in higher education and labor market data to inform these efforts.

The Director will serve as the lead staff responsible for the maintenance and improvement of the funding formula used to distribute \$149 million in state operating aid to the 18 community colleges. The Director will interface with college staff to explain the funding formula, lead Council staff in the use of data to populate the formula on an annual basis, work with community college Presidents and Council leadership to further refine the funding formula, and interface with state government agencies. The Director will also interface with national experts in community college and higher education performance and finance to ensure that the funding formula is informed by best practices and innovative thinking.

OPERATIONS: The Director will serve as the senior staff member responsible for supporting the operational issues of community colleges. The Director will interface with community college business officers, financial aid directors, human resource directors and the Council's Joint Purchasing Consortium on a wide range of issues, including state and federal legislation, and state and federal programs. The Director will support the Council's Collaborations and Operations committee as they make recommendations to the Council on key operations issues and programs. The Director will play a key role in developing the Council's annual budget request for community colleges that is delivered to the State Treasurer. The Director will facilitate and support the meetings of task forces and ad hoc committees of Presidents and Trustees and will interface with state government leaders as needed. The Director will interact with the Council's State and Federal Policy Committee as needed.

About the Council: The New Jersey Council of County Colleges was created by state statute (18A:64A-26) in 1989. The Council, a body corporate, operates under bylaws approved by its membership and has tax-exempt status under Section 501-C-3 of the IRS Code. The Council joins the leadership of trustees and presidents to strengthen and support New Jersey's network of community colleges.

The mission of the New Jersey Council of County Colleges is to provide statewide leadership for the advancement of the eighteen community colleges of New Jersey, perform sector coordinating responsibilities as required by state law, and coordinate statewide efforts to improve student success.

Minimum Qualifications:

Education/Experience:

- Master's degree in education, higher education, public policy, government, business or a related field and twelve years' experience in higher education, policy analysis, and workforce development,
- Bachelor's degree and fourteen years' experience in higher education, policy analysis, and workforce development,
- Associate's degree and fifteen years' experience in higher education, policy analysis, and workforce development
- Experience in higher education strongly preferred.

Candidates must have:

- Organization, analytical, and interpretive skills.
- Successful experience supervising employees and managing teams.
- Experience working with diverse teams.
- Excellent writing and communication skills.
- Demonstrated ability to work under changing priorities and manage multiple tasks and deadlines.
- Well-honed problem-solving skills.
- Knowledge of and experience with cutting-edge higher education and workforce development strategies.
- Demonstrated commitment to innovation.
- Commitment to expanding economic opportunity, addressing equity and improving access to a post-secondary degree or credential.
- Strong commitment to expanding economic opportunity and addressing equity gaps.

To apply:

- Submit cover letter and résumé Careers@njccc.org.
- Review of applications will begin immediately and continue until position is filled.

Job Type: Full-time

Location: Trenton, New Jersey, In-person

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement

Schedule: Monday to Friday