



# NORTHWEST FLORIDA STATE COLLEGE



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*Inviting Applications and Nominations for*

## DEAN OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS



**MYERSMCRAE**  
EXECUTIVE SEARCH AND CONSULTING

**Northwest Florida State College**, located in the coastal heart of the Florida panhandle, announces an executive search for an analytical and data-driven administrative leader to serve as **Dean of Institutional Research and Effectiveness** at the Niceville campus. Reporting directly to the Senior Vice President, the Dean provides oversight and direct coordination of all institutional planning, grant development, and accreditation processes.



## ABOUT THE COLLEGE

Northwest Florida State College (NWFS) is a multi-campus institution serving more than 12,300 credit and non-credit students. The College offers 30 associate and five baccalaureate degree programs, 37 certificate and other programs, adult education, and dual enrollment for public, private, and home-schooled high school students. The College also provides courses and programs fully online.

The primary service district of the College is Okaloosa and Walton County, stretching from the Gulf of Mexico to the Alabama state line. In addition to a 264-acre campus in Niceville, NWFS operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L. F. Sikes Education Center in Crestview, the Aviation Center of Excellence in Crestview, a center at Hurlburt Field, and the South Walton Center.

Three military installations, Eglin AFB, Duke Field, and Hurlburt Field, are in the service area. More than six percent of NWFS students are receiving post-9/11 GI Bill benefits, which is greater than the Florida College System average.

The College is also home to The Collegiate High School, which consistently ranks among the top high

schools in Florida and has been recognized as a Blue Ribbon School twice.

Part of Florida's public system of 28 state colleges, NWFS employs more than 700 administrators, faculty, and staff, all of whom are committed to the success of every student. Located in the coastal heart of the Florida panhandle, the College has earned a reputation for educational excellence and community involvement.

In addition to a record of regional and national accolades, NWFS offers state-of-the-art student computer labs, a top-rated sports complex, a full program of intercollegiate and intramural sports, a child development center, and a criminal justice training center. The 120,000-square-foot Mattie Kelly Fine and Performing Arts Center on the Niceville Campus provides students the finest in instructional facilities for dance, music, theater, the visual arts, and the humanities and hosts a full theatrical season each year for the community to enjoy.

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. The programs within the College are accredited by professional agencies, including the National Center for Construction Education and Research (NCCER), American Welding Society



(AWS), Criminal Justice Standards and Training Commission/FDLE, American Dental Association Commission on Dental Accreditation, Florida Department of Education, Florida Department of Health/Bureau of EMS, Bureau of Fire Standards and Training, Accreditation Commission for Education in Nursing (ACEN), Commission on Collegiate Nursing Education (CCNE), and Joint Review Committee on Education in Radiologic Technology (JRCERT).

The College offers intercollegiate baseball, softball, and men's and women's basketball programs that consistently compete for conference, regional, and national titles. To date, the Raiders have won six national NJCAA Division I championships, 17 regional championships, and 36 conference championships. In its latest year of record of economic impact, the College supported 7,335 jobs that represent \$326.2 million in added income to the region.

Read the **NWFSC 2023–2026 Strategic Plan Priority Themes** at <https://www.nwfsc.edu/about/leadership/strategic-plan/>.

### **Marks of Excellence**

- Named the first Military Order of the Purple Heart College in Florida.
- Registered Nurse licensure pass rates consistently exceed state averages by double digits.
- Awarded more than \$28 million in grant funding during the 2022-2023 academic year.
- National award-winning welding program/instructor with 98% job placement rate.
- NWFSC's Collegiate High School is a two-time Blue Ribbon School with 100% four-year graduation rate.

### **Our Mission**

*As Northwest Florida's premier education institution, we prepare today's students for tomorrow's success.*

### **Our Vision**

*To transform lives through exemplary, relevant programs and educational experiences, meeting the workforce demands of our ever-changing economy.*

### **Our Guiding Principles**

- **Accessibility:** *Creating a welcoming community where all feel a sense of belonging and are provided opportunities to succeed.*
- **Excellence:** *Relentlessly pursuing achievement in academic, arts, and athletics.*
- **Innovation:** *Cultivating creative and entrepreneurial solutions to meet the needs of our students, employees, and community.*
- **Spirit of Service:** *Exhibiting dedication and commitment through service to the Raider community.*
- **Stewardship:** *Demonstrating social responsibility, care of the environment, and responsible use of resources.*

### **Accreditation**

Northwest Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northwest Florida State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).







## THE OPPORTUNITY

Under direction of the Senior Vice President, the **Dean of Institutional Research and Effectiveness** leads a range of collegewide functions that include accreditation, grant development, institutional research, and planning and assessment. This role is critical in ensuring the College's programs, services, and activities are meeting the needs of the students and the College community.

The Dean is responsible for (1) collecting, analyzing and, reporting data and conducting a wide variety of research studies; (2) developing and coordinating a systematic and integrated institutional planning process that is aligned with accreditation standards; (3) supporting and assisting with the College's institutional effectiveness efforts that includes continuous improvement plans, student learning outcomes, and program reviews; (4) establishing, assessing, evaluating, and reporting on measures of institutional effectiveness; and (5) overseeing grant development and administration, which includes identifying grant opportunities, preparing proposals, and managing the grant application process.

This leadership position requires the ability to work independently in a complex, fast-paced environment with a high level of accuracy, reliability, and collaboration.

### Primary Responsibilities

- Lead institutional assessment for continuous improvement in support of quality programs and student success; this includes the evaluation of student learning outcome, program reviews, and other student success initiatives; assist in and provide support for faculty and staff training to support these goals.
- Lead the development and implementation of the College's Strategic Plan; work with constituent groups to identify goals and formulate and revise performance metrics; integrate and generate data for use in assessing goal accomplishments; ensure planning processes are evidence-based, integrated, and aligned with accreditation and other planning-related requirements; track and report on annual results.
- Create the College's research agenda by collecting and analyzing internal and external data, performing statistical analyses and data validation, designing and administering surveys, and preparing reports with recommendations for College leadership.
- Conduct educational research studies on enrollment trends, retention rates, transfer rates, success rates, and effectiveness of the institution for student recruitment, retention, and success.



- Lead college-wide efforts to increase data capacity through training of faculty and staff in assessing and evaluating institutional effectiveness measures. Provide data and analysis for accountability measures and maintain databases related to program effectiveness and student outcomes.
- Provide data and analysis for workforce and economic development planning and strategies, including gathering census and labor market information.
- Make presentations to internal and external audiences ensuring that data is presented in a clear and concise manner.
- Supervise the preparation of state and federal reporting.
- Provide leadership and administrative oversight to Grant Development overseeing the preparation of community, state, and federal grant applications and awards; explore grant opportunities that align with institutional priorities; provide data and analysis to support resource development and grant applications.
- Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation related to institutional assessment, research, planning and accreditation; maintain functions and procedures to assure compliance with local, state, and federal requirements as necessary and appropriate.
- Stay up to date with trends and characteristics of community college education and the College's service area and provide regular updates to the College and administration.
- Lead the College's Institutional Review Board (IRB) to include training, proposal review and approval; maintain College IRB procedures.
- Serve as Institutional Accreditation Liaison for the College, ensuring institutional compliance with accreditation requirements and the incorporation of these requirements into the planning, evaluation, and continuous improvement processes of the institution.
- Serve on College committees, such as enrollment management and technology and data governance, to assist in the review and interpretation of information that will lead to enhanced decision-making and represent the College at local, regional, state, national, and professional organizations as appropriate to research, planning and institutional effectiveness.
- Develop, maintain and be accountable for the research and planning budget and other budgets as assigned.
- As a part of the college's risk management tool, annual mandatory compliance training is required.
- Perform related duties as assigned.







## Qualifications

- Master's degree in research, assessment, analysis, institutional effectiveness/continuous improvement, or related field required with five (5) to ten (10) years of relevant work experience. Doctorate in related field strongly preferred
- Demonstrated expertise in data collection, data analysis, and reporting skills
- Proficiency working with management information systems, specifically Banner, is preferred
- Demonstrated proficiency in operating various computer systems and software, including advanced knowledge of Microsoft Office Suite, statistical analysis packages, and database management software
- Proficiency with data querying and analysis tools, such as SAS, SPSS, SQL Developer, or R, and Cognos or Argos
- Work experience in a higher education setting required
- Proven track record of navigating postsecondary accreditation processes is required. Knowledge of and experience with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Higher Learning Commission (HLC) is highly valued
- Ability to communicate complex information clearly and concisely, both verbally and in writing. Skilled in responding to inquiries and presenting findings to various audiences
- Demonstrated ability to manage multiple projects, prioritize tasks, and meet deadlines consistently. Flexible and adaptable in responding to changing needs and requirements. Comfortable working with tight deadlines and managing the workload of a multi-faceted department. Skilled at interfacing effectively with students, employees, and the community, providing excellent customer service and maintaining positive relationships
- Attention to detail and ability to make appropriate decisions with minimal supervision



*Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSO strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Visit [nwfsc.edu](http://nwfsc.edu) for more information.*





### **G. Devin Stephenson, Ed.D. President**

An Alabama native, Dr. Stephenson has extensive experience in community college executive administration having served in President/CEO positions in Alabama, Missouri, and Kentucky. He is currently the President/CEO of Northwest Florida State College, in Niceville, Florida. He is a former member of the Southern Association of Colleges and Schools Board of Trustees and chair of the SACSCOC Compliance and Reports Committee. He currently serves as a visiting committee chair with the Commission.

Additionally, he serves as a member of the Florida College System Council of Presidents and State Regional Education Board's Executive Council. Stephenson is a noted speaker on leadership, organizational change, and professional/personal development. In 2022, he was awarded the Phi Theta Kappa Shirley B. Gordon Award of Distinction.

He is also a member of the Board of Directors of the Fort Walton Beach Chamber of Commerce and the

Executive Committees of the Economic Development Council of Okaloosa County and Florida's Great Northwest. He serves as a member of the Economic Development Alliance of Walton County Board of Directors. Most recently, he was selected by his peers as the Chair of the Marketing/PR Initiative of the Florida College System Council of Presidents.

Stephenson led the development of the College's 2023-2026 Strategic Plan that is characterized by an aggressive agenda to place the College at the forefront of regional transformation in the areas of economic, community and workforce development. Within the Plan's framework are objectives/goals designed to advance the College's culture of accountability and highlights NWF State College's excellence in academic programming, fine/performing arts and athletics.

During Stephenson's tenure at Northwest Florida State, the College Foundation's corpus has advanced to over \$61 million and grant acquisitions have surpassed \$66 million in the last four academic years.

Stephenson is a fierce advocate for the College in the Florida Legislature and has experienced much success in bringing home state appropriations for new construction, renovation, and general operations. He championed the passage of Florida HB75 allowing all 28 Florida College System institutions to waive fees for active-duty military and provide access to higher education.

He earned an Associate in Science from Walker Junior College, followed by a Bachelor of Arts in Business Administration from Birmingham-Southern College, and both master's and doctoral degrees in the Administration of Higher Education from the University of Alabama. Dr. Stephenson and his wife, Judy, are the proud parents of two adult children, Jon and JuliAnne.





### Northwest Florida

Home to the College’s picturesque 264-acre main campus, Niceville offers towering pine trees, majestic oaks, unspoiled streams, cold water creeks, and the scenic bayous of Northwest Florida. The city is known for living up to its name to residents and visitors alike.

Niceville has welcoming neighborhoods, top-ranked schools, a responsive city government, and mild weather. Outdoor and indoor recreation are plentiful, and the popular white sand Gulf beach is only 18 miles away.

Named the “Best Place to Raise Kids in Florida” by Bloomberg Businessweek, Niceville has numerous youth programs and activities, sports leagues, parks, outdoor recreation, church youth ministries, outstanding schools, a thriving arts and entertainment center, and residents who support and care about young people.

Okaloosa and Walton counties are the primary service areas of the College. Okaloosa County has a population of nearly 213,000 with Walton County having more than 80,000 residents.

## APPLICATION & NOMINATION PROCESS

*Confidential inquiries are welcomed, and nominations are invited.*

### Applications

1) Application packet must include:

- a) A letter of interest
- b) Curriculum vitae or résumé
- c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)

2) **Submit application packet (preferably as PDFs) to [NWFSC-DeanIR@myersmcræ.com](mailto:NWFSC-DeanIR@myersmcræ.com).**

Additional information will be requested upon receipt of application. Review of applications will begin **October 10, 2023**. Applications will be accepted until the position is filled.

### Nominations

Submit nominations to [NWFSC-DeanIR-nominate@myersmcræ.com](mailto:NWFSC-DeanIR-nominate@myersmcræ.com) with complete contact and e-mail information for the individual being nominated.

### Consultant

**Kenny Daugherty**, President of **Myers McRae Executive Search and Consulting**, is assisting Northwest Florida State College with this search. Request a conversation regarding this search at [kennydaugherty@myersmcræ.com](mailto:kennydaugherty@myersmcræ.com).



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