POSITION TITLE: Director of Institutional Research

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES
To provide leadership in the activities and operations of research, program review and assessment; to develop, evaluate, and implement policies and procedures, to assist in the planning process; to coordinate the design and execution of timely research projects; to assist the District in decision making through data monitoring and analysis techniques. Employees in this job class receive administrative direction within a framework of general guidelines and exercise supervision over support staff. This job class exercises responsibility for development and implementation of an effective institutional research program which informs the college planning process and functions at a department management level of classification, which requires excellent communication and strong administrative skills.

TYPICAL DUTIES

Essential Functions:

- Plans, directs, and coordinates the activities and operations of the District’s institutional research functions, including policies, procedures, and processes designed to improve research, decision making, and institutional effectiveness.
- Assists in the planning, coordination and implementation of activities, processes and operations of the District’s college-wide planning functions.
- Leads teams in complex data research projects where participants must research, gather, analyze, and present information for specific subject areas (e.g. EADA, financial, budget, staff and/or academic personnel).
- Engages in highly complex data compilation, predictive modeling, statistical and trend analysis, report development, and archiving activities in support of institutional research project goals.
- Conducts, coordinates, and leads activities that may require analysis of multiple factors or data sources, both within and outside of the institution, on such topics as student retention, cohort tracking, student and institutional outcomes, placement, matriculation, program evaluation, enrollment, staffing, impact studies, Weekly Student Contact Hours
(WSCH) data, and outcomes assessment, student opinion of teaching results, and various types of student learning outcomes

- Synthesizes highly complex issues and presents them in a creative and non-technical manner.
- Designs, conducts, and/or analyzes surveys in one or more constituent areas: (students, staff, faculty, foundation, etc.); prepares and distributes reports in a timely fashion.
- Designs and develops the District’s Fact Book by collecting and analyzing data; prepares and distributes the report; makes information available in fully analyzed format as well as in “quick facts” format.
- Designs climate surveys, analyzes results, and prepares and distributes the report in a timely fashion.
- Maintains institutional research and planning calendars to ensure project timelines are met.
- Develops, maintains, and uses institutional databases to support decision-making, budgeting, assessments and evaluations, program review, enrollment management, and planning.
- Supports the program review process by working collaboratively with instructional representatives to provide program specific data and analysis of that data.
- Assists in developing data and reports using quality assurance processes and procedures.
- Prepares surveys and conducts research to determine institutional accountability, effectiveness, and future needs; prepares related reports and plans.
- Establishes liaison with other organizations, including community and regional research groups, other community colleges, K-12 institutions, and four-year colleges and universities.
- Develops research data for maintenance and assessment of an integrated planning and budgeting process.
- Assists in the preparation of grant applications and reports to funding organizations.
- In support of short-range and long-range planning process, prepares surveys and conducts research to determine institutional accountability, effectiveness, and future needs; prepares related reports and plans. Prepares data sets for annual area plan and program reviews.
- Integrates accountability measures, learning outcomes data, and other survey and study data to provide comprehensive reporting and analysis on instructional effectiveness.
- Prepares analyses and studies of community and statewide demographics and population projections.
- Develops and maintains computerized databases as required; retrieves information from District computer systems.
- Performs descriptive and interpretive statistical calculations using computer software models.
- Develops, coordinates, and administers research budgets; monitors and controls expenditures.
- Participates in a variety of committee and staff meetings; participates in other related committee assignments as required.
- Acts as the District liaison with the Chancellor’s Office with respect to annual...
accountability reporting.

- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; participates in the selection of support staff; administers employment contracts.
- Participates in professional organizations, and maintains an understanding and working knowledge of current ideas, research, and practices related to the areas of responsibility for this position.
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

*Knowledge of:*

- Research design, methods, sampling, descriptive and inferential statistics, and analytical and research strategies including survey research methods.
- Data reduction and display techniques.
- Relevant software such as statistical packages, spreadsheet, relational database, and query software.
- Review, evaluation, and assessment of educational and learning outcomes and program planning.
- Proper budget development and implementation practices and methods.
- Principles and practices of management, leadership and supervision, including planning, organizing, assigning and reviewing work, performance appraisals and discipline; and employee selection and development.
- Principles, procedures, and practices of effective strategic planning.
- Community college research and survey techniques.
- Statistical analysis and program planning processes and models.

*Ability to:*

- Plan, design, coordinate, supervise, and implement comprehensive institutional research and planning projects to provide information about the District, its students, and its programs.
- Communicate effectively both orally and in writing.
- Interpret, report and communicate complex ideas and research findings clearly and concisely, including an annual Fact Book.
- Design and conduct institutional research projects and studies including research design, methods, statistical analysis, qualitative research methods, and analytical techniques.
- Query complex database systems to collect and organize data for institutional research purposes.
- Gather, validate, and interpret data from a wide variety of sources including literature and internet searches.
- Create data models for projections, trends and cost-benefit analyses.
- Comfortably interact and present in one-on-one, small group, and large group settings
with non-research faculty, staff members, and administrators.

- Work independently, manage projects, problem-solve, facilitate group meetings, coordinate and supervise projects, and meet schedules and deadlines.
- Learn new ideas, theories, procedures, processes, and computer software.
- Organize, direct, and formally evaluate the work of others.
- Manage the activities and operations of a small research department.
- Assist in the development of comprehensive strategic plans and educational master plans.
- Analyze, interpret, and explain plans and research findings.
- Identify problems, determine effective solutions, and take independent action for successful results.
- Prepare clear, concise, and comprehensive written and oral reports.
- Prepare and deliver oral/multi-media presentations.
- Project future needs and constraints identified in planning efforts.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work in a multi-project environment and meet concurrent deadlines.

QUALIFICATIONS

Education Required:
- Master’s Degree from an accredited institution in Business, Statistics, Social Sciences, or related field.

Experience Required:
- Experience in institutional research (quantitative and qualitative research methodology), assessment, and/or planning.
- Supervisory experience or project management experience.
- Three years of experience in education or institutional research.

Other Required or Preferred Qualifications:
- Ability to communicate effectively and constructively with persons of diverse cultures, language groups, and abilities. Demonstrate sensitivity to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities.

APPROVALS
Date Created/Revised: 03-07 / 03-04-15
Cabinet Reviewed: 03-04-15
Board Approved: 10-13-10 / 03-11-15
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)