



Position Description

Position: Director of Institutional Research	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Superintendent/President	Salary Range: _____

General Description

The Director of Institutional Research is the Chief Research Officer of the District, and the incumbent reports directly to the President/Superintendent. The incumbent in this position is responsible for institutional research, which includes the development and dissemination of analytical data related to academic, student, administrative, and development programs, data supportive of strategic planning, accreditation activities, enrollment trends and required state and federal reports, research, design analysis, and trend monitoring for institutional decision-making. This is a 12-month academic management assignment.

Essential Duties and Responsibilities

- Serves as the District manager responsible for planning, developing, directing, evaluating, and conducting institutional research.
- Responsible for providing information and direction which will assist the District in understanding and improving student outcomes and success.
- Provides analysis and interpretation of academic, student and administrative data in support of data-driven decision making.
- Supervises all aspects of the day-to-day operations of the Office of Institutional Research.
- Assists in the development of the District's annual research agenda.
- Responsible for the development of all levels of data supportive of educational master planning, enrollment trends, and required internal and state/federal external reports including annual reporting for two Title V grants, and other grants in the future.
- Serves as the District's resource for comprehensive information regarding environmental scanning of the local, state, and national trends likely to impact the District.
- Assists District staff in preparing grant proposals, including the interpretation of project/grant guidelines and the development of project/grant evaluation processes, as well as data collection, analysis and reporting.
- Serves as a data and research resource person to faculty, staff, and/or governance committees.
- Compiles data and written reports on assessment testing, including validation of all assessment tests and multiple measures using appropriate psychometric techniques in compliance with the Chancellor's office Standards for Assessment testing.
- Maintains files, records, and database of all grant proposals and reports.
- Assists in identifying and correcting errors in the District's electronic databases.



Position Description

- Selects, trains, supervises, and evaluates the work of departmental staff.
- Complies and maintains statistical and other data and writes reports.
- Serves as liaison with state and federal agencies and with statewide research organizations.
- Operates computer equipment and uses software programs, including appropriate statistical applications (e.g., SAS or SPSS), reporting tools in a Sunguard®/Banner, or similar RP system on an Oracle database, and general desktop applications.
- Serves on District committees as assigned.
- Establishes and maintains cooperative working relationships with those contacted in the performance of duties.
- Independently performs professional work involving judgment in the interpretation and application of data to the programs and services of the District.
- Communicates effectively orally and in writing.
- Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- Performs other duties as assigned.

Minimum Qualifications

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students, **AND**
- Possession of a Master's degree, **AND**
- Two years of formal training, internship, or other experience reasonably related to this management assignment.

Preferred Qualifications

- Graduate level coursework in statistics and research methodology.
- Demonstrated proficiency in utilizing computer applications, such as: statistical spreadsheet, word-processing and database.
- Research experience in a community college setting.