

PERALTA COMMUNITY COLLEGE DISTRICT - June 12, 2009

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF INSTITUTIONAL RESEARCH
(Management Salary Range 3)
Job Code: 627**

CLASS PURPOSE

Under the direction of the Vice Chancellor for Educational Services, in cooperation with other district and campus-based personnel, perform statistical and analytical institutional research; provide information or conduct research for decision-making and program planning; and provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation.

WORK SCHEDULE

This is a full-time, 12-month position. The basic expectation of administrators is a minimum of 40 hours per week and administrators are expected to work during normal business hours of the District unless otherwise approved by his/her supervisor.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Organize, design, and assist in the coordination and implementation of a comprehensive institutional research program.
- Develop, maintain, and use institutional databases to support decision-making, budgeting, assessments and evaluations, program review, enrollment management, human resource staffing and planning.
- Support the development and maintenance of a strategic institutional planning process.
- Provide support for implementing outcomes and assessment, using data and research for maximizing educational effectiveness and program performance.
- Develop, implement, plan, and document procedures for qualitative and quantitative data collection, analysis, and interpretation.
- Provide formative and summative feedback on institutional functioning and outcomes; synthesize information and report findings.
- Document, write, and present research findings on such topics as student retention, cohort tracking, student and institutional outcomes, placement and outcomes assessment, matriculation, program evaluation, enrollment, staffing, impact studies, and student learning outcomes.
- Assist in developing data and report quality assurance processes and procedures.

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- Assist in the preparation of grant applications and reporting to funding organizations.
- Supervise and evaluate the performance of staff.
- Develop institutional research designs and apply appropriate computer tools, statistical measures and data collection techniques.
- Conduct studies for both instructional and non-instructional programs and services.
- Design, maintain, manipulate and query specialized databases and information systems to support research.
- Maintain research data warehouse system and an archive of information and reports suitable for responding to surveys, questionnaires and federal and state data collection or accountability requirements.
- Provide technical and analytical support to offices, divisions, committees, faculty, staff and administration in research-related activities.
- Evaluate and respond to data requests originating inside and outside the institution; work with requesters to clarify their needs and optimize the use of research results for them and for the district.
- Organize, prioritize and schedule work on a multitude of research related requests from college constituents.
- Performs other duties as assigned by the Vice Chancellor for Educational Services.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university institution in statistics, mathematics, business, economics, social sciences, education or related field.
2. Three or more years of higher education experience in database development, institutional research, research-based consulting or similar setting.
3. Knowledge of:
 - Research Theory, methodology, and advanced applied statistics.
 - Technical report writing.
 - Survey Design.
 - Personal, mainframe and client server computer systems.
 - State and federal accountability reporting requirements.
4. Ability to:
 - Plan, organize, conduct and participate in analytical studies.
 - Establish and maintain cooperative working relationships with others.
 - Analyze and interpret complex data.
 - Communicate effectively orally and in writing.
 - Approach problems objectively.

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- Present findings and recommendations clearly.
 - Exercise good judgment, diplomacy, tact and patience.
 - Operate a variety of research and analysis related computer application programs.
 - Adhere to schedules and meet deadlines.
 - Reason logically and creatively and apply that logic to research topics.
5. In addition, successful candidates will demonstrate the following:
- Knowledge of data reduction and display techniques.
 - Knowledge of relevant software such as statistical packages, spreadsheet, relational database, and query software.
 - Knowledge of program evaluation and assessment of educational and learning outcomes.
 - Ability to interpret, report and communicate complex ideas and research findings clearly and concisely.
 - Ability to design and conduct institutional research projects and studies including research design, methods, statistical analysis, qualitative research methods, and analytical techniques.
 - Ability to query complex database systems to collect and organize data for institutional research purposes.
 - Ability to gather, validate and interpret data from a wide variety of sources including literature and Internet searches.
 - Ability to create data models for projections, trend and cost-benefit analyses.
 - Ability to comfortably interact and present in one-on-one, small group, and large group settings with non-research faculty, staff members, and administrators.
 - Ability to work independently, manage projects, problem solve, facilitate group meetings, coordinate and supervise projects.
 - Ability and willingness to learn new ideas, theories, procedures, processes, and computer software.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university in business, educational research, mathematics, psychology, sociology, or related field.
- Possession a Ph.D. or Ed.D. Degree from an accredited college or university preferred.
- Higher education experience, preferably in a community college.
- Demonstrated knowledge of current higher education/community college research issues and policy implications.

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ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13