



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director of Institutional Research		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Assistant Superintendent/Vice President of Instruction or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Institutional Research provides leadership in the operations and activities of the Institutional Research department, specifically in research, program review, and program assessment. The incumbent develops, evaluates, and implements policies and procedures, assists in strategic and operational planning; coordinates the design and execution of timely research projects; and assists the District in decision making through data monitoring and analysis techniques. Employees in this job class receive administrative direction within a framework of general policies and guidelines and are responsible for supervising support staff. This job class is responsible for developing and implementing an effective planning and research program at a department management level of classification. Successful performance requires excellent communication, administrative management, and leadership skills. This is an administrative, overtime exempt position.

TYPICAL DUTIES

- 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 the District in meeting regional accreditation data requirements through a variety of research, writing, reviewing, and other assignments.
- Oversees the development of data access tools and associated training to support data driven evaluation and decision-making.
- Monitors the overall integrity of data to ensure accurate reporting and analysis of institutional effectiveness.
- Coordinates with college personnel responsible for data input to improve and maintain accurate, timely data collection and entry.
- Manages, prioritizes, assigns, and responds to ad hoc requests for data, analyses, and reports.

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- Assists in the planning, coordination, and implementation of activities, processes and operations of the District's various planning functions.
- Leads teams in complex data research projects where participants must research, gather, analyze, and present information for specific subject areas (e.g. 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, program outcomes, institutional outcomes, placement, student success, equity program evaluation, enrollment, staffing, impact studies, Weekly Student Contact Hours (WSCH) data, and outcomes assessments.
- Synthesizes highly complex issues and presents them effectively to various audiences possessing different levels of technical data analysis proficiency.
- Designs, conducts, and/or analyzes surveys in various constituent areas including students, staff, faculty, the Shasta College foundation, and others; prepares and distributes accurate reports timely.
- Designs and develops the District's Fact Book by collecting and analyzing data; prepares and distributes the report; provides detailed data and information and summarized "quick facts" formats.
- Designs and administers periodic climate surveys, analyzes results, and prepares and distributes reports timely.
- 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 collect program specific data and conduct accurate analyses.
- Prepares surveys and conducts research to determine institutional accountability, effectiveness, and future needs; prepares and presents related reports and plans.
- Serves as a liaison with other organizations, including community and regional research groups, other community colleges, 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 processes, prepares surveys and conducts research to determine institutional accountability, effectiveness, and future needs; prepares related reports and plans.

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- 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 for annual accountability reporting.
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides appropriate training for department personnel.
- 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 data visualization.
- Large data sets and relational databases, data query, and data extraction.
- Relevant software such as statistical analysis packages, spreadsheets, data visualization, and databases.
- Methods of reviewing, evaluating, and assessing educational and learning outcomes and program planning.
- Effective 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.

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- Principles, procedures, and practices of effective strategic planning.
- Community college research and survey techniques.
- Statistical analysis and program planning processes and models.
- Grant evaluation, writing, and monitoring.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:

- Plan, design, coordinate, supervise, implement, and evaluate comprehensive institutional research and planning projects to provide information about the District, its students, and its programs.
- Communicate effectively, orally and in writing.
- Interpret, report and communicate complex ideas and research findings clearly and concisely, including drafting 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 due dates.
- Learn new ideas, theories, best practices, procedures, processes, and computer software.
- Organize, direct, and formally evaluate the work of others.
- Manage the activities and operations of a research department.
- Develop 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.

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- Prepare and deliver oral/multi-media presentations.
- Project future needs and constraints identified in planning efforts.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.
- Facilitate organizational development and change with effective collaboration of participants.
- Work in a multi-project environment and meet concurrent deadlines.
- Work independently with little or no supervision.

QUALIFICATIONS

Education Required:

- Master’s Degree from an accredited institution in Business, Statistics, Social Sciences, or a related field, or the equivalent.

Experience Required:

- At least three years of experience in institutional research (quantitative and qualitative research methodology), assessment, and/or planning.
- At least one year of supervisory experience or project management experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds of community college students, faculty, and staff.
- Demonstrated successful interpersonal communication and leadership skills.

APPROVALS

Date Created/Revised:	April 2020
Cabinet Reviewed:	April 2020
Board Approved:	May 13, 2020

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)