

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Institutional Research

Unit: Management

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Job Code: C2010
Original Date: 09/1989
Last Revision: 05/2016
Staff Type: Academic
FLSA status: Exempt
Salary Range: 18

DEFINITION

Under the general direction of the Vice Chancellor of Student Services, lead, manage, and coordinate the District's institutional research function, including conducting analyses of indicators used for institutional effectiveness and enrollment management, developing infrastructures for improving data and information capacity, establishing and implementing research standards and protocols, and overseeing the design and development of research reports; mentor, supervise, and evaluate the performance of assigned staff.

EXAMPLE OF DUTIES

1. Coordinate and provide leadership in the evaluation of institutional effectiveness and enrollment management indicators for the District; manage the design, implementation, and monitoring of research for strategic and master planning; provide leadership and development of districtwide policy directions in research, including an Institutional Review Board and districtwide research committee.
2. Direct the development and assessment of effectiveness and success indicators, measures, and benchmarks; create and implement Scorecards, dashboards, and other systems of comprehensive and strategic measurement and assessment.
3. Determine appropriate research methodologies, data collection techniques, and reporting processes; design, and manage research requests; evaluate and select appropriate research technologies, including software and hardware requirements.
4. Analyze educational research related to policy and reform and identify implications for the district program and services planning.
5. Mentor, supervise, and evaluate assigned personnel; assign and review work and guide and direct the activities of the Institutional Research Office; provide work direction and oversight to the Research & Planning Analysts and Research Associates and assist in staff recruitment and selection.
5. Design, develop, and implement research projects related to short- and long-range college and district planning. Prepare narratives, statistical reports, and recommendations; make oral presentations of research findings and conclusions as requested.
6. Communicate with Information Technology and district personnel on data infrastructure needs in order to build and sustain information capacity, including development of data warehouse, dashboards, and other reporting and data archiving functions.
7. Collaborate with other community college research offices, regional and statewide consortia, and representatives of State, federal, and public agencies regarding research and assessment projects and research capacity improvements.
8. Plan, organize, and facilitate meetings, seminars, and training programs related to research; attend local, regional, State, and national meetings and conferences.
9. Coordinate the development and implementation of a comprehensive matriculation evaluation program. Provide planning assistance to college and district staff. Oversee special studies, projects, and analyses related to program evaluation, master planning activities, and outcome measures.

10. Prepare, submit, and monitor department budget; monitor and control expenditures; prepare and maintain required financial records, reports, and documentation.
11. Assist in the development of policies and procedures regarding the District's research function; analyze and review pending legislation and interpret State and federal regulations impacting enrollment management and institutional effectiveness outcomes.
12. Coordinate, monitor, and review the preparation and maintenance of records, reports, analyses, recommendations, data, and research findings.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Accreditation processes.
- Broad knowledge of district operations, organization, policies, and objectives
- Interpersonal skills including tact, patience, and courtesy.
- Local, State, and federal laws governing community colleges
- Oral and written communication skills.
- Principles of supervision and training.
- Principles, techniques, and terminology used in statistical analysis.
- Project planning and management.
- Research design and implementation.
- Research methodology and reporting processes.
- State and federal laws, codes, and regulations concerning research and evaluation.
- Strategic, master, and integrated planning processes.
- Student outcomes assessment, institutional effectiveness, and enrollment management practices.
- Teaching and learning processes.

Skills and Abilities:

- Analytical skills and abilities
- Analyze data and recommend improvements in operations, systems, procedures, policies, and methods.
- Communicate required resources for information technology.
- Communicate effectively both orally and in writing.
- Coordinate districtwide evaluation efforts and activities.
- Coordinate the preparation of clear and concise reports, recommendations, and analyses.
- Determine appropriate data gathering and reporting procedures.
- Establish and maintain effective and cooperative working relationships with others.
- Facilitate data-informed discussions.
- Manage the analysis of research data which may impact the District's long-range planning process.
- Manage, coordinate, and facilitate educational and institutional evaluation.
- Meet schedules and timelines.
- Plan, organize, and coordinate personnel and fiscal resources.
- Plan, organize, and supervise the work of others.
- Reason logically and creatively and present alternative recommendations.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution in organizational or institutional leadership and/or management or related field and four years of increasingly responsible professional experience in a project management or supervisory capacity.

The following are required for academic/educational administrator assignments:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential, AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel from district site to site as well as statewide meetings and conferences.