

JOB DESCRIPTION



Position Title: Executive Director of Institutional Research

Division: Academic Affairs

Employment Category: Administrative Staff

Primary Location: District-wide
Based at the Downtown Center

Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS19

Position Summary: The Executive Director of Institutional Research leads and directs the department and all institutional research activities, including the collection, interpretation, analysis, and communication of data and information, research, data analytics projects, and data governance for college planning, assessment, strategic decision-making, and student success. This includes preparing related documentation for Higher Learning Commission accreditation, and ensuring timely and accurate data analysis and reporting required by federal, state, and other agencies.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides leadership and supervises institutional research staff and manages departmental workflow, including prioritization of projects and determining methodology for conducting research and data analysis

Directs and facilitates institutional data governance priorities; develops and utilizes quantitative and/or qualitative analysis and complex research designs

Works with college staff to develop and implement a mission-based, comprehensive system to gather data and conduct research across the district, including developing and conducting surveys and analyzing data from national, regional, and local data sources and reports

Coordinates with technology services for the implementation and maintenance of a data warehouse or data mart for the production of data analytics solutions; monitors the overall integrity of data, complying with state and federal requirements and taking appropriate actions to correct data discrepancies as needed

Based on findings and research, makes recommendations to senior administration regarding institutional improvement for all institutional areas

Advises administration, faculty and staff about emerging research, data collection and analysis methodologies related to higher education through research reports and presentations that lead to developing action plans for academic, administrative, and policy issues

Designs and implements a district-wide system of analytical reports related to employment, enrollment, retention and persistence statistics to assist in enrollment management and program review

Oversees and reports institutional information to federal, state, and local agencies to comply with accreditation requirements and funding formulas; develops related reports and other specialized

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information as needed for internal and external purposes

Represents the college as the liaison to the Higher Learning Commission

Provides orientation and support to departments and divisions related to research methodologies and data analysis; guides implementation of research methodologies at department and division levels

Participates in ongoing professional training to stay current in the industry and to maintain professional and applicable industry certifications

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in Math, Statistics, Data Science, or other research-oriented programs from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years' experience in statistical analysis, data gathering and reporting, and quantitative and qualitative research in a higher education setting

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current trends and methods related to research and data collection

Knowledge of federal and state reporting requirements and issues impacting higher education

Knowledge of organizational structure, workflow and operating procedures, as well as management principles and practices

Knowledge and skill in quantitative and qualitative research, data collection, statistical analysis and reporting

Working knowledge of and ability to use database software, applications, and statistical software

Knowledge of relational database design and management and expertise in database software packages

Knowledge and skill in supervisory principles, practices and techniques

Knowledge of higher education administrative and student information systems, including technical understanding of data warehousing and data mining

Skill in using complex database management systems, spreadsheets, word processing and statistical software

Skill in analyzing complex problems, identifying solutions and demonstrating critical thinking

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Ability to understand technology, management, and leadership issues related to organization processes and problem solving

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail

Ability to work independently while contributing to a team environment

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Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgement and decision-making processes

Work Environment: Work is primarily performed under limited supervision. Incumbent generally performs work in a typical classroom, laboratory, office or online setting, with appropriate climate controls. Evening or weekend work may be required

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Dean of Academic Affairs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.