



Santa Rosa Junior College

TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Institutional Research	Management Team Educational Administrator	Range: 14.0 Days: 224

JOB DESCRIPTION:

Under direction, plans, organizes, designs, coordinates, supervises and implements the comprehensive institutional research program. The Director supports the institutional planning process; plans, designs, conducts and interprets research projects for the evaluation of operational and program performance including matriculation activities and student outcome measures; trains, schedules, assigns, supervises and evaluates the performance of assigned personnel.

SCOPE:

The Director, Institutional Research produces institutional research and support for the institutional planning process provides information about the College's organizational functioning, its students and its programs.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Plans, conducts, implements, interprets and reports comprehensive institutional research which can be used in College decision-making.
2. Prepares analyses and studies the College and community demographics, population projections, staffing reports and projects, and annual ADA projections and updates; collects, organizes and analyzes data from reports utilizing spreadsheets and statistical programs.
3. Develops, evaluates and interprets analytical research studies on student outcome measures.
4. Plans, designs, conducts, consults others and interprets a variety of projects relating to institutional and program evaluation, effectiveness and decision-making; develops and performs research and analysis.
5. Assists faculty and staff with the organization and design of research studies.
6. Assists with the preparation of required matriculation and accountability reports required by state agencies.
7. Collects, analyzes and assembles information for annual publication of statistical data of the College; collects information from various internal offices and external agencies and reassembles and analyzes information as needed.
8. Plans, designs and conducts research projects for the evaluation of matriculation activities and outcomes; determines research needs, designs studies, delegates and supervises work, and reports findings; validates placement test cutoff scores, prerequisite requirements and longitudinal tracking.

DIRECTOR, INSTITUTIONAL RESEARCH

9. Prepares and supervises the preparation of assigned data reports; responds to various ad hoc requests for information from agencies and organizations on enrollments, staffing, WSCH, budgets and other College attributes; completes forms according to established procedures.
10. Participates in shared governance through service on planning and/or operations committees and task forces.
11. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility.
12. Performs other duties as assigned by the Vice President of Administrative Services.

KNOWLEDGE OF:

1. Techniques of statistical and economic forecasting.
2. Computer based systems and research software and their application to College educational and operational functions and research methodology.
3. Planning, budgeting, and staffing.

ABILITY TO:

1. Prepare and present complex written and verbal reports.
2. Analyze District issues and problems and develop and recommend pragmatic applications.
3. Conduct effective institutional research drawing upon internal and external resources.
4. Organize and manage a staff function.
5. Develop and maintain an operational budget.
6. Relate effectively with a wide diversity of students, faculty, staff and community members.
7. Communicate clearly, both orally and in writing.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Education:

Master's degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

DIRECTOR, INSTITUTIONAL RESEARCH

Preferred Qualifications:

Experience appropriately related to this position at the college level.

Three years increasingly responsible experience in the design, research and conduct of research activities.

SUPERVISION/RESPONSIBILITY:

The Director, Institutional Research performs assigned duties under the direction of the Vice President of Administrative Services.

SUPERVISION EXERCISED:

Provides primary supervision for the office of Institutional Research. The Director, Institutional Research supervises classified support staff, STNC's, and student employees.

Board Approved: 02/12/02