



JOB DESCRIPTION

JOB TITLE: Director of Institutional Effectiveness and Research	FLSA: Exempt
Department: Institutional Effectiveness & Research	Date Revised: 9/21/2017
Security Sensitive: Yes	Grade: D-62
Reports To: Vice President of Instruction	

Job Summary

Under the direction of the Vice President of Instruction, the Director of Institutional Effectiveness and Research provides leadership for institutional effectiveness, research; strategic, tactical and operational planning; assessment; accreditation; institutional and organizational effectiveness; and student learning outcomes. This position assist campus leadership in the formulation of issues, analysis of trends, and the understanding of outcomes as well as contribute to the strategic planning, evaluation, and development of institutional policy. The Director of Institutional Effectiveness and Research plays a critical role linking planning, budget, and assessment institutionally and provides information and analysis impacting students, budgets, research activity, human resources, financial analysis, strategic planning, policy formulation, and enrollment management. The position is responsible for monitoring institutional effectiveness and improvement including regional and professional accreditation; program reviews; learning outcomes assessments; and student satisfactory surveys. The position is also responsible for data analysis including systemic analysis of data to support decision-making, preparation of standard reports, as well as the design, development, and implementation of an interactive data reporting system. The position provides relevant, timely and accurate information to the administration and faculty in support of the program review, planning, budgeting and decision-making process at the College.

Essential Functions

- Provides oversight and supervision for institutional planning, assessment, research, evaluation strategies, trend analysis for environmental scanning, and accreditation processes;
- Ensures that meaningful, appropriate/accurate data and supporting documentation is available to meet the decision-making needs of the College;
- Develops and implements a system for institutional strategic planning and scanning, and assists in coordinating the annual assessment, planning, budgeting process(es) with College leadership;
- Develops and implements a comprehensive system for assessing effectiveness of College programs and services, including surveys, national tests, data reports, secondary data sources, qualitative and quantitative analyses, and research designs in order to make recommendations for institutional improvements;
- Develops and coordinates college-wide systems of academic and service area program reviews; provides orientation and support to departments in designing program reviews; and delivers monitoring reports to administrators and Board members, as assigned;

Preferred Education, Skills and Abilities

An earned doctorate and five years of experience in quantitative and qualitative research, statistical analysis, and reporting.

Work Environment

Works primarily in a climate controlled office environment with little exposure to safety hazards.

The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials. Work may require sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

Signature

Date