



JOB TITLE: DIRECTOR, RESEARCH AND PLANNING

Classification: Classified Administrator
Salary Range: 13

Retirement Type: PERS*
Revised/Board Approved: July 17, 2017

BASIC FUNCTION:

Under the direction of the Vice President-Student Services, plan, coordinate and implement institutional effectiveness projects; coordinate the District's planning efforts; design and execute research projects and planning initiatives that inform decision-making, planning, and policy formulation for the District, students, and the programs offered; perform statistical and analytical institutional research; provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation; work in a multi-cultural, diverse student, staff, and community population; supervise and evaluate the performance of assigned personnel; and administer the program budget.

REPRESENTATIVE DUTIES:

Effectively collaborate and communicate with faculty, administrators, and staff to provide research, analysis and reporting of institutional statistics, internal and external administrative reports, student enrollment and profile data, and program review.

Plan, coordinate and implement institutional research projects; design and execute surveys and research projects that will provide information about the District, students, and programs offered for administrative decision-making, institutional reporting and publications.

Assist faculty and administration to evaluate the effectiveness of instructional and non-instructional programs and services and to conduct classroom research.

Assist college staff in the preparation of questionnaires and survey instruments; identify primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, instructional planning and development.

Design, maintain, manipulate and query specialized databases and information systems for research, planning, and institutional accountability.

Coordinate activities related to the evaluation and accomplishment of institutional goals stated in the Strategic Plan, and the goals in Program Reviews, the Comprehensive Master Plan and the Accreditation Self-Study.

Maintain research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements.

Coordinate and implement, in cooperation with other staff, the District's strategic and master planning processes and assure the linking of planning to budgeting.

Facilitate planning sessions with large and small groups.

Provide technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities.

Evaluate and respond to requests originating inside and outside the institution.

Compile, complete and submit local, state and federal reports as required.

Develop and administer the office budget; and train, supervise, and evaluate the performance of assigned staff.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and three years of research experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities.

Demonstrated understanding of the following in previous positions: the principles of administration, supervision and training; planning and organizing work; accessing information; evaluating programs and personnel; communicating effectively orally and in writing; budgeting and managing funds; departmental needs in the context of the planning, research, and institutional accountability; and working collaboratively with others.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Requires knowledge of and proficiency with: research theory and methodology; advanced applied statistics; report writing; survey design; personal and client server computer systems; strategic and comprehensive master planning; facilitation techniques; and be familiar with State and Federal accountability reporting requirements.

Abilities/Skills:

Requires the ability to: plan, organize, conduct and participate in analytical studies; establish and maintain strong working relationships with faculty, administrators, staff and students; facilitate groups and build consensus; analyze and interpret complex data; effectively communicate verbally and in writing; approach problems objectively and present findings, conclusions, and recommendations clearly. Must be able to exercise good judgment, diplomacy, and patience; operate a variety of research and analysis-related computer application programs; meet schedules and timeframes; and apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.

WORKING CONDITIONS:

Office work environment.

Hand and finger dexterity for computer use.

Vision display terminal (VDT) screen.

May have to move from one work area to another as needed.

Attend multiple meetings.

Extended periods of sitting.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.