

Kern Community College District
Assistant Director, Institutional Effectiveness
Job Description

Definition

Under the direction of the Executive Director of Institutional Research, Planning, and Institutional Effectiveness, the Assistant Director performs delegated leadership and management responsibilities, including overseeing and coordinating institutional research projects, managing assigned operational activities, and supervising assigned staff. The Assistant Director also develops analytical reports, dashboards, and other decision-support resources independently and in coordination with other institutional effectiveness staff.

Examples of Duties

1. Assist the Executive Director in planning, organizing, directing, and coordinating the operations of the Office of Institutional Effectiveness.
2. Serves as the designated administrator in the absence of the Executive Director as assigned.
3. In coordination with the Executive Director, provide leadership, supervision, and operational oversight for assigned functions of the Office of Institutional Effectiveness, including institutional research, strategic planning, accreditation support, data governance, institutional effectiveness, and other collegewide initiatives.
4. Develop, analyze, interpret, and communicate quantitative and qualitative data related to student outcomes, enrollment, workforce trends, institutional performance, and operational effectiveness.
5. Develop analytical reports, dashboards, scorecards, data visualizations, and presentations for executive leadership, governance committees, the Board of Trustees, external agencies, and other stakeholders.
6. Coordinate institutional surveys, climate assessments, research studies, and other assessment activities.
7. Support data governance initiatives by promoting data quality, integrity, consistency, documentation, and the appropriate use of institutional data.
8. Provide consultation and technical expertise to faculty, staff, and administrators on institutional research methods, data interpretation, performance metrics, and evidence-based decision-making.
9. Coordinate responses to internal and external requests for institutional data, research, and reporting.
10. Assist in preparing and submitting state, federal, accreditation, grant, and other required institutional reports.
11. Research and communicate emerging trends, best practices, legislation, and policy developments affecting community colleges, institutional effectiveness, and student success.
12. Develop and maintain office documentation, business processes, data standards, procedures, and operating guidelines.
13. Plan, organize, coordinate, assign, and review the work of assigned staff and student employees. Represent the Office of Institutional Effectiveness on College, District, and external committees, workgroups, and professional organizations as assigned.
14. Perform related duties as assigned.

Minimum Qualifications

- Any combination equivalent to a bachelor's degree from an accredited institution in statistics, mathematics, economics, education, applied research, social sciences, or a closely related field.

- Five (5) years of progressively responsible institutional research, institutional effectiveness, planning, assessment, or closely related experience, including experience providing lead direction, project leadership, or supervision.
- Demonstrated proficiency in utilizing computer applications, including statistical analysis, statistical software, and database software.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications

- Master's degree in a related field from an accredited institution.
- Experience conducting institutional research or data analysis within the California Community Colleges.
- Supervisory or lead experience in a reasonably related assignment.

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and community college programs.
- Federal, state, and local laws, regulations, codes, and procedures related to research and institutional effectiveness.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and methods of research design, evaluation, data collection, analysis, interpretation, and reporting used to assess institutional effectiveness, strategic planning, and key performance indicators.
- Research methodology and statistical procedures, including sampling, correlation analysis, projections, and other quantitative and qualitative methods used in education and social research.
- Database design and related software applications used for research, analysis, and reporting.
- ACCJC Accreditation Standards, self-evaluation report processes, and California Community Colleges Chancellor's Office reporting metrics.
- Principles and practices of employee supervision, including work planning, assignment, review, evaluation, and training.
- Methods and techniques for presentations, business correspondence, information distribution, research, and reporting.
- Administrative practices, and organizational and management methods used to evaluate projects, programs, policies, procedures, and operational needs.

Ability to:

- Work effectively and collaboratively with diverse faculty, staff, students, and community members.
- Plan, conduct, and participate in analytical studies using research methodologies in an educational setting.
- Plan, organize, direct, and coordinate the work of professional and technical staff, including delegating responsibilities.
- Provide administrative and professional leadership for assigned institutional effectiveness functions and initiatives. Assist in developing, monitoring, and administering assigned budgets and resources.
- Learn and apply emerging technologies to improve efficiency and effectiveness.
- Communicate effectively, both orally and in writing.
- Prepare comprehensive reports, presentations, and other professional documents.
- Interpret and apply applicable laws, regulations, policies, procedures, and reporting requirements within assigned areas of responsibility. Manage multiple priorities and meet established deadlines.
- Train, supervise, and evaluate assigned staff and student employees.
- Establish and maintain positive, collaborative working relationships with internal and external stakeholders.

- Analyze complex issues and apply applicable institutional policies, regulatory requirements, research standards, and reporting requirements appropriately. Demonstrate cultural competency, equity-minded practices, and a commitment to serving historically minoritized populations through ongoing professional development.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom — Less than 25 percent = 1

Often — 51-75 percent = 3

Occasional — 25-50 percent = 2

Very Frequent — 76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.