

Kern Community College District

Director of Institutional Research

Job Description

Definition

Reporting to the President, the Director of Institutional Research is responsible for Institutional research that includes the development and dissemination of analytical data related to student success studies, college planning, and institutional effectiveness. The Director of Institutional Research works with college personnel to Interpret, understand and analyze data. A portion of the Director of Institutional Research time is spent working with the District Director of Institutional Research and Reporting and other IR staff district wide in order to ensure consistent and effective information districtwide.

Examples of Duties

1. Develops and oversees the implementation of the annual college research agenda while collaborating with the District IR Director on the districtwide research agenda.
2. Works with College personnel and committees to understand, interpret, and analyze data. Provides technical expertise and consultation regarding college planning, research, analysis, program evaluation, grant development, and reporting procedures.
3. Serves as the college resource for comprehensive information regarding key performance indicators, characteristics of the college and community, and current trends in education.
4. Collects, prepares, and maintains statistical data and applies appropriate quantitative and qualitative research design and methodology in the preparation of reports and studies.
5. Works with faculty and administration at the college to conduct student success studies to improve completion rates at the course, program and institutional level.
6. Assists with the integration of college planning processes including the strategic plan, program reviews, and institutional effectiveness.
7. Conducts matriculation research, including assessment test and prerequisite validation.
8. Compiles and submits college-specific statutory reporting requirements and supports the coordination of districtwide mandated and accountability reporting.
9. Creates, administers, and analyzes results of college-based surveys; and assists in the college coordination of districtwide surveys.
10. Conducts research to assess short and long-range institutional needs by collecting, analyzing, and coordinating research data for institutional planning, accreditation, program evaluation, institutional effectiveness, and compliance requirements.
11. Remains informed of state and federal legislative actions that have implications for research and evaluation at the community college, regional, state, and national level; examines community college system, service area, region, state, and national data and trends to determine possible impact on the college and the populations it

serves.

12. Oversees and supervises research work at the college.
13. Collaborates with the district IR office to assist in the development and maintenance of a central reporting system for data related to research, planning and institutional effectiveness. Coordinates access and training for college personnel and assists in the development of an inventory of reports for end-users districtwide.
14. Works with college personnel to ensure the accuracy of data entered into the system and assists districtwide IR and IT staff to validate and improve data accuracy
15. Works with the District Director of Research and Reporting and other research staff districtwide to maintain consistent and effective use of data across the KCCD.
16. Meets regularly with research staff across the district to establish and ensure a consistent use of data definitions and methodology, to work on periodic special projects, and to participate in staff development and training.
17. Performs other duties as assigned within the scope of the position.

Knowledge and Abilities

- Thorough knowledge of research methodology and standard statistical procedures of sampling, correlation analysis, projections, and other qualitative and quantitative measures applied to education and social research.
- Ability to plan, organize, conduct, and participate in analytical studies using research methodology in an educational setting.
- Knowledge of and experience in database design and software applications as related to research Interpretation and analysis.
- Ability to work effectively and cooperatively with a diverse faculty, staff, student, and community population in an administrative position.
- Ability to work collaboratively and effectively in a team setting.
- Ability to organize and supervise assigned staff.
- Ability to communicate effectively both orally and in writing.
- Demonstrated ability to produce effective and meaningful reports/documents.
- Ability to interpret, articulate, and communicate a variety of regulations, policies, and procedures.

Minimum Qualifications

Bachelor's Degree or equivalent from an accredited institution, preferably in statistics, mathematics, or one of the social sciences and four (4) years of institutional research experience or equivalency based on eight (8) years of demonstrated experience in institutional research. Preferred: Master's degree or equivalent from an accredited institution, preferably in statistics, mathematics, or one of the social sciences, or graduate level education and specialization In Urban Planning, Management/Business Planning, or Educational Planning/Leadership and four (4) years of institutional research experience.

Demonstrated proficiency in utilizing computer applications, including statistical analysis, spreadsheet, word-processing, statistical software, and database software.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students and employees.

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.