

**Associate Director, Institutional Research
and Reporting
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the Director, Institutional Research and Reporting, the Associate Director, Institutional Research and Reporting supports the planning, development and management of District-wide research and reporting activities. The Associate Director is responsible for providing technical and analytical support to administrators, faculty, staff, and committees in research and planning related activities; performing statistical and analytical institutional research; and preparing required federal and state reports.

Examples of Duties

1. Assist in the planning, development and administration of District-wide research, analysis and reporting activities including the training and supervising of assigned personnel.
2. Effectively collaborate and communicate with administrators, faculty, and staff to provide information in support of program evaluation, accreditation, institutional effectiveness, and decision-making.
3. Design research projects: surveys, questionnaires, assessment studies, using appropriate quantitative and qualitative research design and statistical techniques to ensure validity, integrity, and consistency of data results.
4. Compile, complete and submit local, state, and federal reports; develop appropriate models of outcome measures, and prepare comprehensive reports for documenting progress toward accountability standards.
5. Plan, design, and coordinate research projects for the evaluation of matriculation activities and outcomes.
6. Prepare and revise reports with accompanying tabular, graphic, and statistical content, descriptions of analytical methods used, and narrative of findings and conclusions.
7. Evaluate, track and respond to requests originating inside and outside the institution.

Example of Duties (continued)

8. Operate a variety of software packages for data management, statistical analysis, graphics, and word processing.
9. Perform other duties as assigned within the scope of the position.

Qualifications

- Bachelor's Degree from an accredited Institution and four (4) years of institutional research experience or equivalency based on eight (8) years of demonstrated experience in institutional research.
- 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, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Thorough knowledge of general 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 related 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 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.

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
Occasional—25-50 percent = 2

Often—51-75 percent = 3
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.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)