

College of the Redwoods

Position Description

Position: Director of Institutional Effectiveness and Research	Position Number:
Department:	FLSA: Exempt
Reports to: President	Salary Grade: 130

Summary

Under the direction of the President, the Director of Institutional Effectiveness will provide leadership and management of institutional effectiveness programs, monitor and coordinate district-wide initiatives and activities, and provide institutional and administrative support by collecting, analyzing, reporting, presenting, and archiving all relevant information for the ongoing efficient and effective functioning of College of the Redwoods.

The Director will provide data and analysis for grants, proposals and college constituents, Assist the Assessment Committee with data gathering and analysis. Assist with data warehousing processes and archival of data to meet accreditation requirements. Audit data collection to ensure data integrity. Prepare presentations for internal meeting to assist with policy and planning groups.

Essential Duties and Responsibilities

- Oversee the coordination and the direction of the department of Institutional Research.
- Supervise the coordination and implementation of projects, surveys, and studies in support of institutional assessment in planning, research, and program reviews.
- Lead college academic assessment activities at all levels (section, course, and program).
- Direct the college program review and assessment of student learning outcomes for courses, programs, certificates, degrees, and student learning service areas.
- Work with appropriate constituencies to develop college-wide student learning outcome policies and procedures.
- Recommend changes to college processes to ensure that student learning outcomes are linked to resource allocation and educational improvement.
- Disseminate analytical data related to academic, student, and administrative programs.
- Provide technical and analytical support for institutional assessment, planning and decision-making activities.
- Design, maintain, and manipulate databases and information systems for research, planning, and institutional accountability.
- Collaborate with departments and divisions to report and implement operational assessments. Enter information into various databases and reporting tools.
- Oversee reporting of course student learning outcomes.
- Summarize data and information for the Assessment Committee.
- Support and coordinate the development and maintenance of an institutional strategic planning and program review process to meet compliance with state, federal, district and college requirements and ensures accuracy of accrediting commission, state, and federal reports on student outcomes to insure continued and enhanced funding.
- Direct or perform studies for College, District, state, and federal accountability measures; assure accuracy and integrity of all College data; submit reports as required.
- Utilize the results of learning outcome assessments to improve instructional and instructional support programs, teaching, and student learning.

Director, Institutional Effectiveness and Research

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- Performs other duties as assigned.

Qualifications

Knowledge

- Knowledge of institutional research methods and practices, measurement, and qualitative methods.
- Knowledge of FERPA, student information, collection methods, research design, sampling, data analysis and report preparation.
- Knowledge of and experience in database design and related software applications as related to research interpretation and analysis.
- Working knowledge of student outcomes assessment and measures of institutional effectiveness.
- Language and writing skills to prepare professional and influential proposals and reports such as IPEDS.

Abilities

Requires the ability to carry out the essential functions of the position. Requires the ability to apply, interpret, and draw conclusions using advanced statistical concepts. Requires the ability to direct and facilitate the development, implementation, and evaluation of institutional assessment programs. Requires the ability to extract data from information systems using various report writing and query tools. Requires the ability to understand, interpret, and apply District and State laws, regulations, policies, and guidelines governing community college operations. Requires the ability to prepare complex, reports, multi-media presentations, and empirical findings, forecasts, and recommendations to audiences with diverse backgrounds. Requires the ability to work productively with others and make formal presentations.

Physical Abilities

The position requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature, and to perform the following, with or without reasonable accommodation. Requires ambulatory ability to sit at a desk for extended periods of time to accomplish work and to retrieve work materials. Requires manual and finger dexterity to use a personal computer keyboard and pointing device and other common office equipment. Requires near visual acuity to write and read printed materials and computer screens.

Education and Experience

A Bachelor's degree appropriate to the needs of the position. Working knowledge of research theory, basic statistics, and survey design. Working knowledge of student information, collection methods, research design, sampling, data analysis and report preparation. Familiarity with processes of planning and assessment, and the documentation of these.

Licenses and Certificates

Valid drivers license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.