



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF INSTITUTIONAL RESEARCH

NATURE OF THE POSITION

Under the direction of the Vice President of Instruction and Student Services, plan, organize and direct the operations and activities of the College's Institutional Research division; oversee and lead the collection, interpretation, and use of institutional data for planning, assessment and decision making; facilitate access to information maintained in the College's Enterprise Resource Planning system to support College operations; monitor key institutional indicators to ensure the integrity of data/information released in reports and studies; direct the provision of data analysis and research to support institutional objectives; train, supervise and evaluate the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing and evaluating institutional effectiveness and strategic and institutional planning; direct the development and implementation of research studies in support of policy and procedural formulation, decision-making, and the evaluation of key performance indicators for District-wide quality improvement.
2. Collaborate with District administrators to determine and interpret implications of various College practices; confer on key measures for educational and financial effectiveness and operational efficiency for various College departments, programs and services; provide technical assistance and recommendations in the planning and development of practices, policies, measures and procedures to enhance educational and financial effectiveness and operational efficiency.
3. Serve as liaison for College's planning, accreditation, evaluation and program assessment activities; provide information to various authorities at the federal, State and local levels for data reporting, research studies or surveys.
4. Collaborate with appropriate College offices in developing research and statistical analysis for various projects in the areas human resources, curricula, instruction, payroll, collective bargaining, facilities or finance.
5. Respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related data, research, projects, reports, studies, practices, measures, programs, policies and procedures in compliance with local, State and federal requirements.

6. Prepare State, federal, and College accountability reports according to documented requirements; ensure reporting accuracy and timeliness; direct and participate in the preparation and maintenance of a variety of narrative and statistical record, reports and files related to research, projects, institutional assessment, planning, decision-making, quality improvement, policies, procedures, personnel and assigned activities.
7. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; develop and administer the District's research agenda in collaboration with the Superintendent/President and College management on mandates of funded research projects.
8. Provide technical consultation, coordination and leadership to develop research methodology, data analysis and statistics; prepare recommendations and actionable strategies for technical research and planning reports; assist faculty in developing research instruments for data collection and assessment.
9. Maintain ongoing operation of the College's Enterprise Resource Planning (ERP) system; manage and direct system upgrades and enhancements; establish and maintain system security; ensure system accessibility to obtain needed information and to maintain required documentation; ensure backup copies of ERP files and databases are routinely made and securely stored at a separate location.
10. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop, monitor and evaluate staffing needs.
11. Provide support with District federal grant applications; draft evaluation sections of proposals; determine appropriate data sources and specific statistics to use in proposals; participate on grant writing teams.
12. Develop and prepare the operating budget for the Office of Institutional Research; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
13. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
14. Attend and conduct a variety of meetings as assigned; serve on assigned committees; represent the District with federal, State and local agencies in matters relating to assigned areas.
15. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of institutional assessment, research and planning.
2. Research methods and procedures, including quantitative and qualitative analyses.
3. Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and monitoring of data and information.
4. Practices, procedures and techniques involved in the design, development and implementation of projects related to institutional research assessment, planning, research and decision-making.

5. Relational database design and management, and expertise in a major database and reporting platform.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software.
12. Knowledge of applicable computer operation, assigned software and data entry devices.

ABILITY TO:

1. Plan, organize, control and direct the District-wide functions of the Office of Institutional Research.
2. Provide leadership, vision and direction for activities related to institutional research, integrated planning and institutional effectiveness within the District.
3. Coordinate, develop and implement surveys and other research methods in support of institutional assessment, planning, research and decision-making.
4. Collaborate with others in determining educational and fiscal effectiveness and operational efficiency of various College departments, programs and services.
5. Train, supervise and evaluate the performance of assigned personnel.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Prepare comprehensive mandated and requested narrative and statistical reports.
15. Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university.
2. Three years of related research and/or analysis experience, or combination of education and experience commensurate with the duties and responsibilities of this position.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Experience utilizing database systems in conjunction with statistical, analytical, reporting and visualization software.
2. Coursework in or knowledge of research methods.
3. Proficiency in developing SQL queries and the use of SQL within programming languages and applications.
4. Experience with higher education ERP systems including technical understanding of data warehousing and data mining.
5. Familiarity with a variety of desktop, server, networking and cloud environments.
6. Familiarity with web survey administration software.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Management position.
2. Row 8 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.