

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Institutional Research and Planning	Range: 30 (CL)	Management Schedule
Date Revised:	November 20, 2014	Date Approved:	May 27, 2008
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of a college president or designee, this position is responsible for planning, developing and implementing comprehensive research activities for use in institutional planning, reporting, evaluation and decision-making, and for directing and coordinating the college's educational and institutional planning process and evaluation of institutional effectiveness.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Directs and manages institutional research projects to assess short and long-range institutional needs, including studies required for assessment of student outcomes, accreditation of the college and individual programs, enrollment management, program review, prerequisite validation, matriculation, student and staff demographics and other ongoing efforts to measure educational and institutional effectiveness; assumes leadership for the identification and attainment of project goals and objectives.
2.	Develops and implements all phases of research and evaluation studies including selecting appropriate research designs, collecting and analyzing data, preparing narrative reports and presenting research results to various audiences; interprets data and reports trends and issues.
3.	Directs and coordinates the comprehensive college strategic planning and accreditation processes, including development of college priorities and assessment of outcomes; serves as the College Accreditation Coordinator/Liaison Officer; conducts and updates college environmental scanning and planning assumptions; prepares comprehensive reports for documenting institutional progress toward District, state and federal accountability standards; prepares regular written communications for campus distribution on research issues and data relevant to institutional goals.
4.	Coordinates the timely collection and preparation of data for statutory reporting requirements; serves as liaison with District Information Services as appropriate; coordinates the accuracy of data for reporting to external agencies; interprets technical research data, findings and reports generated by external agencies and presents implications and limitations as they pertain to the college; remains informed of state and federal legislation and regulations with implications for research and evaluation of college programs and institutional effectiveness.
5.	Provides project consultation and technical assistance to staff and departments requiring research assistance; coordinates the research efforts of departments involved in projects with common goals; develops and presents staff development training regarding research value, methods and interpretation.
6.	Directs the preparation of the institutional research and planning budget; monitors and controls budget expenditures; prepares and maintains a variety of records and reports related to institutional research and planning operations, activities and outcomes.

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7.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
8.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
9.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
12.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Director of Institutional Research and Planning maintains frequent contact with college and District administrators, faculty and staff.

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**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Bachelor's degree with educational background in statistics or related field; master's degree preferred.

Minimum of five (5) years of direct experience in designing and implementing successful research projects.

Thorough knowledge of general research design, methodology, and standard statistical procedures including data sampling and reduction, correlation analysis, projections, display and reporting methods, and other qualitative and quantitative measures applied to educational and social research.

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

**Desirable Qualifications**

Possession of an advanced degree with educational background in statistics or related field.

Administrative experience, preferably in higher education.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

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Knowledge of budget preparation and maintenance  
Knowledge of appropriate software and databases  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to assess, analyze, implement and evaluate complex research project activities  
Ability to clearly organize and present information  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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