

**San Jose · Evergreen Community College District
Academic Management Job Description**

Position: Dean, Research, Planning,
& Institutional Effectiveness

Department: Academic Affairs

Location: EVC or SJCC

Date: 7/13/16

POSITION PURPOSE

Under the direction of Vice President Academic Affairs or assigned administrator, the Dean of Research, Planning and Institutional Effectiveness is responsible for providing leadership for institutional research for all College functions, programs, service and activities throughout the continuous assessment and analysis of student needs. The position supports and coordinates the development and maintenance of an institutional strategic planning and program review process to meet compliance with state, federal, district and college requirements; insures accuracy of accrediting commission, state and federal reports on student outcomes to insure continued and enhanced funding; organizes and supports accreditation activities; and acts as the Accreditation Liaison Officer with the College's accrediting commission.

NATURE and SCOPE

Incumbent in this role must be able to provide visionary and effective leadership, provide reliable, complete and understandable data and information to inform academic or non-academic decision-makers about the College's effectiveness in serving our students' and communities' educational needs. Incumbent develops, maintains, and uses institutional databases to support decision-making, budgeting, assessment and evaluations, accreditation, program review, enrollment management and trend analysis, student equity and student success studies. This leadership position requires the ability to work independently in a complex, fast-paced environment with a high level of accuracy, reliability and collaboration.

KEY DUTIES and RESPONSIBILITIES

1. Plan, organize, design, coordinate and implement a comprehensive program of research projects for the College.
2. Act as the Accreditation Liaison Officer; assist the Vice President of Academic Affairs by providing research, analysis and organizational support for accreditation including the self-evaluation and other reports required by the accrediting commission.
3. Organize, coordinate and monitor on-going implementation of accreditation agendas and recommendations; articulate accreditation activities with the District as necessary; and provide regular progress reports to the College and administration.
4. Direct or perform studies for College, District, state and federal accountability measures; assure accuracy and integrity of all College data; submit reports as required.
5. Support and organize program review and other key initiatives in institutional planning, institutional accountability, effectiveness and decision-making.
6. Audit and release official information about college student enrollment, faculty, student and staff characteristics.

7. Provide data and analysis to support resource development and grant applications, implementation and follow-up reports as necessary; coordinate with District staff as required.
8. Direct and coordinate institutional research information exchanges with other institutions.
9. Conduct student equity research including success, persistence, basic skills and graduation and transfer rates; assure compliance with established regulations; participate in the preparation of mandated student equity plans.
10. Integrate statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Retrieve information from the District database; verify and interpret results from both internal and external sources for use in a variety of on-line and printed reports.
11. Prepare local and state matriculation reports; develop and maintain College matriculation databases; work with District Information Systems to develop, maintain and enhance matriculation databases and query tools; provide research support for all components of matriculation.
12. Coordinate, direct and supervise the activities/services of assigned staff in providing services to faculty, staff and administrators resulting in their ability to perform desktop research via a web-based system for user access of data and information.
13. Promote creativity and innovation in the development of research projects and services within the Research and Institutional Effectiveness department.
14. Promote research projects and services and encourage collaboration, teamwork and positive working relationships among administrators, faculty, staff, and community leadership.
15. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, develop, and discipline personnel according to established policies and procedure.
16. Develop, maintain and control the departmental budget.
17. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. The education process, instruction, role of faculty, curriculum, student services, student learning outcomes and accreditation.
2. Research and planning methods and techniques to include both qualitative and quantitative processes.
3. Software and models including current technical aspects of data mining, information management and other related web-based technologies.
4. Computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks, etc.
5. Accreditation standards and reports, the California Education Code and Title V regulations.

6. The California State Institutional Effectiveness Partnership Initiative.
7. Planning principles, especially in relation to higher education.
8. Budget preparation and control.
9. External data reporting, such as IPEDS.
10. Applicable laws, codes, regulations, policies and procedures.

Skills and Abilities to:

1. Exercise leadership in the areas of research, planning and institutional effectiveness.
2. Plan, coordinate and conduct research, studies, and surveys related to assessment, planning and evaluation of college programs.
3. Prepare analytical reports and recommendations.
4. Interpret, apply and explain plans, research findings, rules, regulations, policies and procedures.
5. Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships; make presentations to large and small groups.
6. Recruit, train, supervise, and evaluate personnel.
7. Plan and organize work to meet schedules and time lines.
8. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.

Education and Experience:

1. Master's degree in a field related to research.
2. Three years of increasingly responsible experience administering, designing, and effectively maintaining an institutional research program.
3. Demonstrated experience with various facets of information technology and statistical software.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, religious background, sexual orientation and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desired Qualifications:

1. Experience with strategic planning at a college level.
2. Experience with accreditation reports.
3. Teaching experience.
4. Bilingual.
5. Doctorate degree in research or related field.

Working Conditions:

1. Typical office environment.
2. Sitting or standing for extended periods of time.

Date Approved: 7/12/16

Salary Schedule: M 30

EEO-Category: 2B1 – Executive/Administrative