San Jose · Evergreen Community College District
Academic Management Job Description

Position: Executive Director, Research & Institutional Effectiveness

Department: Research

Location: District Office

Date: October 2008

POSITION PURPOSE

Reporting to the Chancellor or assigned administrator, the Executive Director of Research and Institutional Effectiveness is responsible for providing leadership and strategic planning for institutional research throughout the District including matriculation, student equity, and student success, assessment validation, grants and other assigned areas. 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; insure accuracy of state and federal reports on student outcomes to insure continued and enhanced funding. Establish effective working liaison with all District departments and divisions, providing assistance, which will enable the District to improve its effectiveness in meeting the educational needs of its students.

NATURE and SCOPE

The role of the Executive Director of Research and Institutional Effectiveness must be able to provide visionary and effective leadership, provide reliable, complete and understandable data and information to inform academic decision-makers about our districts’ effectiveness in serving our students’ and communities educational needs. The Executive Director of Research and Institutional Effectiveness develops, maintains, and uses institutional databases to support decision-making, budgeting, assessment and evaluations, program review, enrollment management, and trend analysis, student equity and student success studies. The Executive Director of Research and Institutional Effectiveness must work with individuals, groups and committees to create and implement efficient and effective strategies to provide students the means to obtain their educational goals.

KEY DUTIES and RESPONSIBILITIES

1. Plan, organize, design, coordinate and implement a comprehensive program of research projects for the district (District Office, San Jose and Evergreen).

2. Plan, design and consult with others on a variety of projects relating to District planning, institutional accountability, effectiveness and decision-making.

3. Conduct assessment validation activities; participate in the selection of placement tests for both campuses; conduct pilot research and demonstrate predictive validity, content validity, lack of cultural bias and its lack of disproportionate impact; and submit results to the Chancellor’s Office.

4. Conduct student equity research including success, persistence, basic skills and graduation and transfer rates; assure compliance with Chancellor’s Office regulations; participate in the preparation of mandated student equity plans.

5. Conduct matriculation research.

6. Integrate statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Develop and maintain
computerized databases; 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.

7. Oversee the maintenance of research web based data warehouse system with an indexed archive of screens and templates suitable for viewing information or, responding to federal, state and local surveys, questionnaires, or to comply with federal, state and local data collection or accountability requirements.

8. 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.

9. Promote creativity and innovation in the development of research projects and services within the Research and Institutional Effectiveness department and throughout the District.

10. Promote research projects and services and encourage collaboration, teamwork and positive working relationships among administrators, faculty, staff, and community leadership.

11. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedure.

12. Assign, evaluate and provide development opportunities to assigned staff; establish standards of performance and methods of operation.

13. Develop, maintain and be accountable for Research and Institutional Effectiveness budget; perform other administrative duties as required.

14. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Research and planning methods and techniques to include both qualitative and quantitative processes. Appropriate understanding of software and models including current technical aspects of data mining, information management and other related web-based technologies.

2. Appropriate understanding of computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks, etc.

3. Operation of personal computer, interfacing with servers and related equipment.

Skills and Abilities:

1. Extensive understanding of, sensitivity to, and respect for the diverse academic, socio-economic, gender, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, administration and staff.

2. Demonstrated experience working with and among groups historically underrepresented and groups who may have experienced discrimination.

3. Plan, design, coordinate, supervise, and implement comprehensive institutional research and planning projects to provide information about the District, its students and its programs.
4. Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships; develop, prepare and deliver oral/multi-media presentations.

5. Coordinate, develop and supervise the preparation of assigned data reports; read, interpret and explain plans and research findings.

6. Oversee the operation of a variety of machines and equipment including a server, personal computer with spreadsheets, word processor, desktop publishing, presentation graphing, relational database management software, client-server software and other software packages.

7. Analyze situations accurately and adopt an effective course of action.

8. Work independently with little direction in a multi-project, fast-paced environment and meet concurrent deadlines.

9. Familiarity with community college accreditation, governance, curriculum, scheduling, staffing and budget procedures and practices.

10. Experience working in or with community colleges, K-12 or community organizations.

11. Well-developed communication, technical, analytical and interpersonal skills; ability to and experience in presenting information/reports in publications or electronic formats such as research documents and fact books, and making multi-media presentations.

12. Understanding of contemporary issues faced by academic institutions related to outcome assessment, equity and student success.

Education and Experience:

1. Master's degree in a field related to research.

2. Three years combination of post baccalaureate education and work experience, in an area related to educational research, and/or pedagogy.

3. 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.

Licenses and Other Requirements:

1. Possession of, or ability to obtain, an appropriate, valid driver's license.

Working Conditions:

1. Typical office environment.

Date Approved: 12/11/07, 10/14/2008
Salary Schedule: M 30
EEO-Category: 2B1 – Executive/Administrative