

**JOB DESCRIPTION**

**POSITION: DIRECTOR OF RESEARCH, DEVELOPMENT, AND PLANNING**

**BASIC FUNCTION**

Reporting to an appropriate educational administrator, the Director of Research, Development, and Planning is responsible for providing leadership and vision for all activities related to institutional planning within the District. The Director is responsible for disseminating analytical data related to academic, student, and administrative programs; providing technical and analytical support for institutional assessment; planning and decision making activities; and designing, maintaining, and manipulating databases and information systems for research, planning, and institutional accountability.

**REPRESENTATIVE DUTIES**

- Promotes and coordinates District planning activities; ensures that strategic planning is integrated with College budgeting and assessment cycles; plans, implements and evaluates short and long range strategies, goals, objectives and measureable outcomes for District strategic planning.
- Conduct or coordinate the appropriate quantitative and qualitative research design and statistical techniques to collect, prepare, and maintain data in the preparation of periodic reports related to enrollment management, matriculation, assessment, evaluation, curriculum, student outcomes, student and staff demographics, and other related measures.
- Provides leadership for and implements an aggressive research and assessment agenda for the District; develops, coordinates, and maintains an annual planning calendar for on-going and ad-hoc institutional research and assessment.
- Provide direction in the design and implementation of studies related to the development and feasibility of new facilities, academic programs, and other programs and services related to student success, as well as institutional effectiveness.
- Develop, analyze, and refine District-wide standardized enrollment reporting for enrollment management, course scheduling, FTES targets, and enrollment trends by incorporating multiple complex report elements.
- Assists the appropriate educational administrator in the oversight and direction in the institutional effectiveness function, establishing priorities for shared governance projects, monitoring progress and reviews end products to ensure that reports and information are delivered in a timely manner.
- Directs environmental scanning efforts to support the planning process and works to establish and maintain an effective linkage between College planning and institutional assessment cycles related to organizational development.

- Provides assistance and counsel in the analysis and interpretation of academic, student, and administrative data and takes a leadership role in addressing the need for data integrity and promoting the use of information in College decision-making. Coordinates the planning of resource development throughout the District in conjunction with the Cabinet and in support of strategic planning goals; consults with College departments, faculty and staff relative to resource development needs, opportunities and obligations; disseminates information about special funding opportunities and procuring resources for District-wide educational programs and services.
- Develop and administer the office budget; and, hire, train, assign, supervise, and evaluate assigned personnel.
- Coordinates data collection and analysis in support of the District's program planning and review process.
- Conducts demographic studies and develops population and enrollment projections based on local, regional and state data.
- Provides technical assistance and leadership for faculty, administrators, and staff engaged in institutional or classroom research projects.
- Performs other work related duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university with a minimum of 3 years of institutional research or related experience.
- Extensive experience in public contact with individuals, small and large groups; demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the public; complex data comparison, analysis and synthesis; attention to detail; persuasive communication; negotiations; multi-tasking; flexibility; adaptability; tact and patience.

## **DESIRABLE ATTRIBUTES AND SKILLS**

- Previous experience in higher education leadership that has included strategic planning and research leadership, coordination of planning and research functions, and demonstrable experience working in a shared decision-making environment.
- Experience writing and managing institutional grants.
- Familiarity and experience with staff development and training.
- Demonstrated knowledge and understanding of student learning, particularly as it relates to learning outcomes.

- Demonstrated skill in practical use of computer and instructional technology.
- Demonstrated skill in oral and written communications, including reporting and proposal development.
- Demonstrated ability to work effectively as part of a management team.

## **WORKING ENVIRONMENT**

### **Environment:**

Office environment, subject to interruptions.

### **Physical Abilities:**

Aptitude for long periods of concentrated computer monitor work; Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

## **CONDITIONS OF EMPLOYMENT:**

A full-time, 12-month, classified management position. Indexed to placement on the Management and Confidential Salary Schedule at Range 16, this position is subject to evening hours and weekends.

Board Approved: 08/19/2015