

DIRECTOR OF COLLEGE RESEARCH

CLASS SUMMARY

Under the direction of the appropriate college administrator, perform a variety of administrative duties to plan, organize, design, coordinate, supervise, and implement a comprehensive and visionary research program that addresses college, regional, and state issues and supports college goals, programs and projects.

REPRESENTATIVE DUTIES

Design, direct and conduct educational and institutional research projects and studies. Consult with college faculty and staff to identify research needs, to effectively disseminate research information, and to integrate research findings into policies and practices. Collaboratively develop the college's annual research agenda. Serve as a knowledge manager to provide the connection between research information and faculty and staff, drawing conclusions and making recommendations as appropriate. Collect prepare and maintain statistical data and other information related to planning, enrollment, matriculation, assessment, program evaluation, demographics, student outcomes, other performance measures and accountability, the community, and other topics, as needed. Identify new research needs, approaches and methods, as needed, and provide related training. Provide leadership for student learning outcomes assessment. Supports and leads federal, state, and project/grant reporting requirements, as assigned.

Coordinate the research efforts of departments where needed. Prepare a variety of types of effective written and presentation communications for the college communities, and external audiences. Maintain and provide the resource for a variety of records, documents, and reports. Maintain statistical databases. Support the continuing development of a data warehouse and other research software and appropriate computer technologies, in collaboration with district partners. Collaborate with District Research, Information Technology Services, and other departments, as appropriate, to coordinate the accuracy of data. Attend a variety of meetings and events and serve as a resource on various committees as required. Develop and present staff development training regarding research value, methods, research findings, and interpretation. Promote creativity and innovation in the development and delivery of programs and services within the college. Promote college programs and services and encourage collaboration, teamwork and positive working relationships among all faculty and staff. Prepare and monitor the college's research budget. Train, schedule, assign, supervise, direct, develop and evaluate personnel; participate in selection and hiring processes. Serve in a variety of roles as a leader and manager. Establish and maintain effective working relationships with all faculty, staff, students and the public. Perform related duties as assigned.

DIRECTOR OF COLLEGE RESEARCH cont'd

ORGANIZATIONAL RELATIONSHIP

This position reports to the College President or designee.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Required Qualifications:

Master's degree, or the equivalent, and educational background in a social science, mathematics, statistics, business, economics, or other research-related field is required.

Minimum of two years of direct experience in designing and implementing successful research projects in education. Experience in community colleges desired.

Knowledge and Abilities

Knowledge of: educational research design and methodology including data collection; data reduction; design and validation of survey instruments; display and reporting methods; appropriate data processing methods including relevant statistical and other software; effective supervision and management principles; and knowledge management. Ability to: work independently and in a team environment; communicate effectively, both orally and in writing; communicate and explain complex ideas clearly, concisely, and persuasively; synthesize, analyze, and draw appropriate conclusions from multiple sources of complex and voluminous data; work well with others; manage multiple assignments in a complex and dynamic environment.