

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean, Institutional Research & Strategic Planning

BASIC FUNCTION: Under the supervision of the Provost/Vice Chancellor, Educational Services oversees the department to ensure that all research needs of the District are supported. The dean is responsible for providing leadership across the district to develop and maintain an integrated approach to strategic planning by coordinating the district Strategic Planning Committee as well as generating data, reports and other materials needed for analysis and evaluation. The dean exercises a high degree of discretionary and independent judgment in support of the institutional research and strategic planning functions. The department exists to serve the college community in the creation, analysis and presentation of information to support district decision and policy making from an evidence-based perspective. It also acts as a point of contact for external bodies requiring information specific to the district.

SUPERVISORY RESPONSIBILITIES: Supervise Information Architect and short-term employees. May supervise classified staff.

REPRESENTATIVE DUTIES:

1. Designs, plans, and conducts institutional research studies connected with the evaluation and/or efficiency of instructional and student support programs throughout the District to meet the information needs of the District.
2. Directs and conducts the collection, analysis and interpretation of statistical data and communicates these results to the college community, focusing on empirical evidence to document progress relative to district strategic initiatives.
3. Leads in the development of measureable objectives and action plans for the Strategic Themes and the identification of milestones and benchmarks where appropriate.
4. Monitors progress and outcomes of strategies and action plans.
5. Monitors and interprets demographic, economic and social trends relevant to strategic planning for the district.
6. Gathers information internally and externally to identify issues that are relevant to the district and reports information to constituents.
7. Presents oral and written reports to the board of trustees and college constituent groups.
8. Facilitates the monthly District Strategic Planning Committee (DSPC) meeting and prepares the committee agenda. Facilitates the district-wide discussion about the operationalizing, analysis and evaluation of the success of the 6 Strategic Themes (with their corresponding 27 goals), culminating with an annual evaluative report on the success of meeting goals for committee review and approval.
9. Provides technical assistance and leadership for faculty, administrators, and staff engaged in institutional or classroom research projects.
10. In cooperation with Information Services, provide reports and on-line information to support the planning, administrative, and instructional functions of the District.
11. Coordinate data reporting and data standardization for the District.
12. Provides matriculation and standard accountability reports required by state and federal agencies.
13. Responds to internal and external requests for institutional information.
14. Conducts studies and/or analysis to support the development and implementation of District policies.
15. Engages in research activities that will improve institutional research practices and/or advance our understanding of community colleges and the students they serve.

7-31-13; 06-20-14

16. Participates in local, regional, and state activities to promote the Riverside Community College District and the community college movement.
17. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.
18. Serves as a member of the Management Association.
19. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree from an accredited institution in a social science or educational research oriented discipline is required.

EXPERIENCE: Four years of directly related experience in institutional research and planning, preferably at the community college level is required. Management experience is required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Educational policy analysis and research trends affecting community colleges are desired. This individual must handle analytical requests from raw data through presentation; must have significant experience with computer databases and querying tools and experience with effective graphical information display.

ABILITY TO: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, other directors, managers, and administrators.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.