

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

**JOB TITLE:** Director, Institutional Research

**BASIC FUNCTION:** Under the supervision of the area administrator, supports the institutional effectiveness office by providing informational support data for decision making in College functions; including accessing, downloading, reformatting, processing, and analyzing data; also required to create databases and surveys as well as consult with departments and design studies to enable them to investigate various aspects of their instructional and student support programs.

**SUPERVISORY RESPONSIBILITIES:** Supervises assigned staff.

**REPRESENTATIVE DUTIES:**

1. Consults with other offices regarding research, data collection and evaluation.
2. Conducts research and prepares comprehensive statistical analysis and reports used in decision making, planning, and federal and state reporting.
3. Performs extensive statistical and technical planning, design, research and evaluation related to data needed for the development of the College's Student Success and Support Plan, the Student Equity Plan and other special projects.
4. Provides support for matriculation, including Early Alert, Probation/Dismissal, Assessment, and Scanning.
5. Develops and maintains databases to improve processing tasks and converts MIS files into other file formats.
6. Performs research, including downloading and analyzing data, developing surveys, programing SPSS, and preparing a variety of reports containing results and recommendations.
7. Serves as a member of the Management Leadership Association.
8. Keeps informed and maintains an understanding of the current educational issues, ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
9. 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:** A minimum of five years of experience in institutional research and planning, preferably at the community college level, is required. Leadership experience is a plus.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Advanced statistical procedures, research design methodology, qualitative and quantitative data analysis techniques, and strategic planning methods related to sampling, correlation analysis, projects, and other quantitative measures applied to education; computer and research-related software applications for statistical analysis (SPSS), data management, graphics and word processing; student success and equity initiatives at the community colleges; educational policy analysis and research trends affecting community colleges.

**ABILITY TO:** Communicate effectively, both orally and in writing, with College/District faculty and staff; establish and maintain effective working relationships with others.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers, faculty, staff, managers, professional organizations, and other educational institutions.

**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.