

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

JOB TITLE: Dean, Educational Services

BASIC FUNCTION: Under the supervision of the Provost/Vice Chancellor, Educational Services, is responsible for coordinating the development of efficient standard operating procedures that produce accurate, timely, and readily accessible data to support the District's enrollment management, research, evaluation, and assessment functions. The Dean will oversee the development and maintenance of a data repository and provide leadership and technical expertise to ensure that the District's data is accurate and complete.

SUPERVISORY RESPONSIBILITIES: Supervises and provides direction to assigned staff.

REPRESENTATIVE DUTIES:

1. Leads District efforts to ensure that institutional data is accurate and complete.
2. Coordinates and facilitates operational groups working to improve core operations for the District.
3. Oversees and coordinates the MIS and CCFS-320 reporting processes through the District's Core Operation Task Force and related work groups.
4. Provides technical assistance and facilitates the development and documentation of standard operation procedures.
5. Leads efforts to document, integrate, and improve District processes and workflow.
6. Facilitates and supports the identification and refinement of processes and procedures through the District's program review process.
7. Develops and maintains a data repository for research, assessment, and evaluation purposes.
8. Develops programming code to extract data as needed from the production database.
9. Develops data policies, procedures, and standards for the data repository.
10. Develops and implements quality assurance procedures for the District's MIS data, CCFS-320 report data, and the data repository.
11. Trains decision support personnel in the appropriate use of the data repository.
12. Provides technical support to decision support staff on data extraction from the Datatel system.
13. Provides information and reporting to support planning and decision-making.
14. Leads efforts for effective enrollment management
15. Serves as a member of the Management Association.
16. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
17. Participates in local, regional, and state activities to promote Riverside Community College District and the community college movement.
18. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree from an accredited institution in information systems or a related discipline is preferred

EXPERIENCE: in system analysis, decision support, enrollment management, and possess technical expertise in evaluating, selecting and using various decision support tools including, but not limited to, Microsoft Access, Web Based Reporting, Safari, SAS, SPSS, Crystal Reports, and Brio.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: California State MIS reporting and CCFS-320 requirements is preferable; Datatel's Colleague administrative information systems, workflows and database structure is preferable; current research methods, including data analysis and trend analysis; designing, normalizing, and exporting databases; quality assurance techniques (i.e., the ability to develop and implement testing procedures to ensure and validate the accuracy of data).

ABILITY TO: prepare oral and written reports and present the results of these reports to various decision-making groups within the District; create, maintain, and distribute documentation; train staff on use of decision support tools; hire, supervise, and evaluate staff; manage assigned budget.

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

WORKING CONDITIONS: Normal office environment.

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

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.