

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DEAN, INSTITUTIONAL RESEARCH, PLANNING, AND EFFECTIVENESS**

**BASIC FUNCTION**

Under the direction of the Associate Vice Chancellor, Educational Services and Institutional Effectiveness or the appropriate administrator, ensures the research and strategic planning needs of the District are supported; leads the development and maintenance of an integrated approach to strategic planning by generating data to track key performance indicators (KPIs), reports, and other materials needed for analysis and evaluation; creates, analyzes, and presents information to support District decision-making from an evidence-based perspective; and serves as a point of contact for external bodies requiring information specific to the District.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned area administrator. Directs and/or supervises District or program staff

**CLASS CHARACTERISTICS**

This classification is responsible for developing and maintaining data points and key performance indicators of student, program, and institutional effectiveness. Work is performed in collaboration with other research professionals and managers, requiring high levels of coordination and independent judgment.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Coordinates the development of the District Strategic Plan and long-term educational master plan as well as other planning activities; directs and leads the collection, analysis and interpretation of statistical data and communicates these results to the District, to document progress relative to District strategic initiatives.
2. Designs, plans, and conducts institutional research studies related to the evaluation and/or efficiency of instructional and student support programs throughout the District; leads in the development of measurable objectives, action plans for the strategic plan, and KPIs (Key Performance Indicators) to document progress in meeting strategic goals.
3. Facilitates the District-wide discussion about the operationalizing, analysis, and evaluation of the success of the RCCD strategic goals and objectives, culminating with an annual evaluative report on the success of meeting goals.
4. Works collaboratively with District constituents to develop the methodology and instruments to monitor institutional efficiency, effectiveness, accountability, and transparency.
5. Monitors, interprets, and presents demographic, economic, and social information trends to support 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; presents oral and written reports to the Board of Trustees and colleges' constituent groups.
7. Provides leadership for data governance for District-level functions and provides assistance to the colleges, as requested; keeps informed about ongoing college plans, research projects, and needs; provides technical assistance and leadership for faculty, administrators, and staff using data dashboards developed by the department.
8. Designs and reviews surveys and other data collection instruments using guidelines for validity and sound survey construction in research, assessment, and planning endeavors.
9. Leads equity-focused research to identify student outcome disparities and support data-driven strategies to close achievement gaps.
10. Facilitates and leads District Institutional Research Coordination Council meetings with college Institutional Effectiveness personnel.
11. Maintains an understanding of current ideas, equity issues, research and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations.
12. Provides accountability reports required by state, federal and accrediting agencies, as needed and responds to internal and external requests for institutional information.
13. Participates in local, regional, and state activities to promote the Riverside Community College District.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles of social science and equity research designs.
2. Practices and principles of strategic/educational master planning and assessment of institutional effectiveness.
3. Appropriate application of statistical analysis including software packages/syntax and applicable statistical languages (R, SPSS, and SAS).
4. Databases commonly used in research (CCCCO MIS, IPEDS, National Student Clearinghouse, local ERP etc.).
5. Principles of data visualization and applications to business intelligence tools (PowerBI/Tableau, etc.).
6. Educational policy analysis and research trends affecting community colleges.
7. Significant experience with various databases, querying and visualization tools and effective verbal/written presentations to variety of audiences.
8. Public education and higher education principles and practices.
9. Applicable local, state, and federal laws, codes, rules, and regulations.
10. Health, safety, and emergency preparation, business, and operational continuity and response.

**Ability to:**

1. Provide strategic leadership and management.
2. Communicate information, plans, and goals effectively to a variety of audiences.
3. Critically interpret data and apply it to responsible decision-making it in alignment with District priorities.

**Education and Experience:** A master's degree from an accredited institution in a social science or educational research-oriented discipline and four (4) years of directly related experience performing research and analysis, and creating and presenting reports and program data used in institutional planning and decision-making, including three (3) years of management and/or supervisory experience.

An earned doctorate degree and community college level experience is preferred. Experience teaching at the community college level or other higher education institutions is desired.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**CONTACTS:** Administrators, faculty, staff, students, vendors, governmental agencies, external educational institutions, state chancellor's office personnel, and community members.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime. 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, please contact (951) 222-8039.