

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: INSTITUTIONAL RESEARCH COORDINATOR**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of an area administrator, organize, develop, evaluate, and implement a comprehensive institutional research program to assist the College in improving its effectiveness as a learning-centered institution; provide research assistance to the instructional and non-instructional departments to aid in the institution's program review process, matriculation, accreditation, grant development, and strategic master planning.

### **REPRESENTATIVE DUTIES:**

Provide direction and support in the development, prioritization and implementation of research projects to support the planning and decision-making activities of the college. *E*

Collaborate with College faculty and staff to design and implement innovative technological solutions that will make appropriate institutional data available in a serviceable and informative format to students, faculty, managers, staff and the community. *E*

Collect and interpret statistical data regarding enrollment, matriculation, assessment, evaluation, demographics, student outcomes, and other related measures; provide data/research to support College perquisites and co-requisites. *E*

Congregate and analyze information about the District and its external environment for strategic planning and program development. *E*

Create internal and external surveys as necessary. *E*

Design and maintain a longitudinal, institutional research database. *E*

Develop, coordinate and maintain an annual calendar of institutional research and planning activities. *E*

Develop outcome models and prepare comprehensive reports for documenting College progress toward District, State and Federal accountability standards; ensure integrity of data delivered to the College's internal and external stakeholders. *E*

Establish and maintain effective working relationships with faculty, staff, students and the public. *E*

Serve as a resource to faculty and staff requiring research assistance for projects, program review, grants, and other related research projects. *E*

## **Institutional Research Coordinator – Continued**

Train faculty and staff on the decision support systems and issues regarding student outcomes and assessment. *E*

Serve as a research resource on various District committees and present research data as required. *E*

Prepare and maintain documentation regarding research operations and activities. *E*

Make presentations to various groups within the District, community and State as necessary. *E*

Coordinate special projects and initiatives, and perform other related duties as assigned. *E*

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Higher education in community colleges, including the mission of the California Community Colleges.

A variety of machines and equipment including scanners and personal computer with spreadsheet, word processing, desktop publishing and relational database management software.

Applied research methodology including research and evaluation designs, research practices and statistical analyses appropriate to the community college environment.

Statistical packages (e.g., SPSS) applicable to various projects.

Survey design software.

A structured query language.

Presentation systems and development software.

Applicable sections of the California Education Code and other applicable laws.

District organization, operations, policies and objectives.

#### **ABILITY TO:**

Communicate effectively with others using tact, patience and courtesy.

Prepare and deliver oral presentations.

Train personnel on use of decision support systems.

Compile and prepare written reports.

Work independently with little direction.

Bring together disparate individuals and groups to work toward common institutional goals.

Multitask at widely varying levels of detail.

Analyze situations accurately and adopt an effective course of action.

Categorize and maintain records.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds and promote access and equity.

Read, interpret, apply and explain rules, regulations, requirements, and restrictions.

Organize multiple projects and ensure that they are completed in a timely manner.

## **Institutional Research Coordinator – Continued**

Understand the needs of the area as it pertains to institutional effectiveness and participate with the appropriate personnel to set goals and priorities for the College as a whole.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree from an accredited institution in social or behavioral science or related discipline, and two years of experience in institutional research and planning, preferably at the community college level.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to sit and view a computer monitor for extended periods of time; reach, bend and twist; use hands to type or handle materials; lift and carry up to 25 pounds; and speak and exchange information.