

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF INSTITUTIONAL RESEARCH, GRANTS AND PLANNING

BASIC FUNCTION:

Under the direction of the responsible administrator, plan, organize, manage, and direct the Institutional Research, Grants and Planning Office including operations and activities involved in the grant development, programs and functions; research development, review, analysis, interpretation, and reporting of a variety of data information used in assessing institutional effectiveness, program review, assisting institutional planning, accreditation and decision-making, and determining implications of College practices, policies, measures, and procedures; develop and implement related projects, studies, and surveys as well as related support and reporting systems and procedures; provide leadership and evaluate the effectiveness of the Unit and the District's research activities and recommend methods for continuous improvement; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

1. Provide leadership, plan, organize, manage, and direct the District's Institutional Research, Grants and Planning Office including operations and activities involved in the research, review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional research/effectiveness, grant development programs and functions; program review, assisting with institutional planning, accreditation and decision-making, and determining implications of College practices, policies, measures, and procedures; perform a full range of general administrative responsibilities. *E*
2. Research and identify new government, public agency, and/or private funding prospects; use grants and grant development to support District vision, mission, values, goals, program development, and institutional advancement; plan, develop, implement, monitor, and evaluate grants. *E*
3. Generate proposals and supporting documents in response to solicitations; follow District policies and procedures and learn federal and state regulations governing grant funded projects; provide continuous operational and management assistance for faculty and staff assigned as project directors of grant funded programs; evaluate program activities and outcomes to assure that funds are appropriately expended. *E*
4. Generate revenues for college programs and services through timely submission of well-researched, well written, and well documented grant proposals. *E*
5. Provide leadership in the development and implementation of goals, objectives, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities for assigned services and programs. *E*
6. Coordinate, develop, implement, and oversee the conduct of projects, research, surveys, and studies in support of institutional assessment, planning, research, and decision-making; establish and maintain related timelines and priorities; monitor and assist administrators with assuring smooth and efficient progress of planning activities; resolve related issues, conflicts, and discrepancies in a proper and timely manner. *E*
7. Evaluate the effectiveness of Institutional Research, Grants and Planning programs and services; coordinate and participate in the development of new programs and services. *E*
8. Participate in the selection of assigned personnel; provide or coordinate training for staff including the establishment of appropriate staff development activities; supervise and evaluate assigned personnel in accordance with District policy. *E*
9. Plan, direct, coordinate, supervise and evaluate the work of assigned personnel; review and evaluate work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements. *E*

Director of Institutional Research, Grants and Planning - Continued

10. Collaborate with others in determining educational effectiveness (student learning outcomes), program review, and operational efficiency of various College departments, programs, and services; provide technical assistance and recommendations in the planning and development of practices, policies, measures, and procedures to enhance educational effectiveness and operational efficiency. *E*
11. Provide consultation to administrators, personnel, committees, and others concerning institutional planning, effectiveness, accreditation, and decision-making; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related data, research, projects, reports, studies, systems, practices, measures, programs, policies, and procedures. *E*
12. Prepare a variety of mandated and requested College, state, and federal reports related to FTE, decision support, accreditation, apportionment, program review, course demand, students, institutional effectiveness, demographics, programs, enrollment, practices, procedures, and other assigned activities and services. *E*
13. Prepare and evaluate College plans according to established timelines; coordinate, develop, and maintain planning materials, goals, and objectives; conduct research, interpret, analyze, and explain student data and information to assist administrators with assuring College plans meet student enrollment needs and projections; update the College strategic plan as directed. *E*
14. Monitor and keep administrators current concerning demographic and community information and adequacy and effectiveness of College services; develop, maintain, and assure integrity of student, staff, and program databases for use in reports, planning, and decision-making; assure mandated data and reports are completed and submitted according to established timelines and requirements.
15. Provide support for the accreditation process through direct studies and data compilation in preparation for accreditation reviews. *E*
16. Develop and prepare the annual preliminary budget for institutional research and analysis; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
17. Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislature related to institutional research, planning, and accreditation; modify projects, studies, functions, and procedures to assure compliance with local, state, and federal requirements as appropriate. *E*
18. Oversee, administer, and monitor the institutional grant development program including identification of public and private grant resources. *E*
19. Communicate with personnel, administrators, and various outside agencies to exchange information and resolve issues or concerns. *E*
20. Participate in developing, selecting, and upgrading computer systems as directed. *E*
21. Attend, conduct, and participate in various meetings and committees; prepare and deliver oral presentations. *E*
22. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of research, evaluation, & planning, grant programs and functions.

District policies, procedures, and programs.

Methods and techniques of leadership and management.

Methods in conducting research.

Principles and practices of program development and administration.

Director of Institutional Research, Grants and Planning - Continued

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Types of projects, surveys, and studies used in assessing institutional effectiveness, program review, assisting with College planning, accreditation and decision-making, and determining implications of College practices, policies, measures, and procedures.

Principles and practices used in planning, organizing, and directing institutional effectiveness, research, and planning functions and services.

Practices, procedures, and techniques used in the design, development, and implementation of projects, surveys, and studies.

Advanced principles, practices, procedures, theories, models, methodologies, and techniques involved in the research, collection, analysis, interpretation, and reporting of statistical data.

Grant Development process in higher education.

Computerized and manual data collection, management, manipulation, and distribution requirements for research, analysis, and reporting functions.

Pertinent federal, state, and local laws, codes, and regulations, policies, and procedures relating to Research, Grants and Planning.

Modern office procedures, methods, and equipment including computers and applicable software.

Operational characteristics of computer-based systems and research software.

Oral and written communication skills.

English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Manage, direct, and provide effective leadership for assigned programs and services.

Oversee and participate in the development and implementation of policies, procedures, goals and objectives for assigned areas.

Develop, coordinate, and manage effective programs and services.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Plan, organize, control, and direct operations and activities involved in the research, review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, program review, assisting with institutional planning, accreditation, and decision-making, and determining implications of College practices, policies, measures, and procedures.

Coordinate, develop, implement, and conduct projects, surveys, and studies in support of institutional planning, research, and decision-making.

Plan, organize, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Prepare and administer an operational budget.

Plan and organize work to meet schedules and time lines.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and present complex and comprehensive narrative and statistical written and verbal reports including a variety of mandated and requested College, state, and federal reports.

Coordinate, develop, and maintain decision-making support and reporting systems and procedures.

Collaborate with others in determining educational effectiveness and operational efficiency of various College departments, programs, and services.

Interpret and apply applicable federal, state, and College policies, laws, and regulations.

Direct the maintenance of a variety of reports, records, and files related to assigned activities.

Conduct meetings and serve on committees.

Exercise critical and independent judgment.

Coordinate multiple project activities and tasks.

Prioritize work to meet schedules and time lines.

Work confidently with discretion.

Operate office equipment including computer terminal.

Director of Institutional Research, Grants and Planning - Continued

Work successfully with District faculty, administrators, and staff as well as community representatives.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Frequent interruptions and distractions.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

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Johnson & Associates

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Human Resources