



Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION**

<b>POSITION:</b>	<b>Director of Institutional Research</b>	<b>Full time, 12 months RN 17-46</b>
<b>WORK SCHEDULE:</b>	<b>Monday – Friday: 8:00am – 5:30pm</b>	
<b>SALARY:</b>	<b>Range 35, \$7,719.56mo. + benefits</b>	
<b>DEADLINE:</b>	<b>January 22, 2018</b>	
<b>START DATE:</b>	<b>TBD</b>	

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**BASIC FUNCTION:**

Under the direction of the Dean of Institutional Effectiveness, Research, Planning, and Library Services, the Director of Institutional Research serves as a steward of data and information; assists with planning, assessment, and evaluation; helps to identify information needs; facilitates any necessary collection, analysis, interpretation, and reporting of data and information; and fosters the educating of information producers, users, and consumers with the help of Institutional Research Staff to support the college’s mission, vision, and strategic direction, an organizational culture that increasingly embraces data-informed decision-making at all levels, and furthers student access, equity, retention, completion rates, and success.

**REPRESENTATIVES DUTIES:**

- Portrays a broad institutional perspective that supports the college’s mission, vision, and goals.
- Collaborates with college colleagues in support of strategic planning activities, institutional effectiveness and research.
- Provides any data and reports needed for strategic planning processes.
- Develops performance metrics to measure progress on the strategic plan and achievement of the college’s mission.
- Responsible for data and information related to the college’s planning; outcomes assessment; program reviews; student engagement; accreditation; state and federal reports; as well as any ad hoc requests.
- Maintains current knowledge of relevant national and statewide actions (e.g. accreditation, Education Code, Title 5, programmatic, etc.) that have implications for research and evaluation at the community college and keeps abreast of new developments in technology regarding information, analysis, planning, and reporting systems.
- Maintains databases, manages data, and creates reports designed to support the success of academic programs, institutional reporting requirements, information storage needs, and local demand for research information.
- Participates in the creation and implementation of the college’s integrated planning, forecasting and decision support, including student success and achievement, financial, enrollment and productivity analysis.
- Promotes best practices in the field of Institutional Research, especially the effective use of the best available institutional data amongst campus colleagues.
- Acts as a primary college resource for assessment and quality improvement processes.
- Serves as the college resource for developing, collecting, and retaining comprehensive information regarding key performance indicators and academic and student services programs, benchmarking with other programs and institutions, characteristics of the college and its community, and current trends in education.

## **REPRESENTATIVE DUTIES: (Cont'd)**

- Makes recommendations to the Dean of Institutional Effectiveness, Research, Planning, and Library Services and, as needed, other colleagues to help monitor progress on the college mission and support overall institutional effectiveness and improve student access, equity, retention, completion, and success.
- Selects, adapts, and applies appropriate quantitative and qualitative research designs and statistical tools /techniques, surveys, etc. to areas of study to produce relevant and high quality research information for the college, and its academic and student services programs.
- Creates and disseminates Tableau visualizations/dashboards.
- Provides survey support e.g. survey design, administration, analysis, and interpretation of results.
- Develops and maintains positive working relationships with members of the campus community in support of achieving institutional research and effectiveness goals.
- Attends staff and committee meetings as required.
- Provides direction and training for Institutional Research Staff.
- Performs related duties as assigned.

## **EDUCATION AND EXPERIENCE:**

- A Master's Degree in a behavioral or social science or other scientific/analytic field from a regionally accredited college or university, which includes coursework in statistics, research design and analysis, assessment and program evaluation techniques, technical report writing, and survey methods (Ph.D. preferred).
- A minimum of three years of experience at the post-secondary education level that is directly related to the duties and responsibilities of this position e.g. performing and coordinating institutional research using computer applications; large databases; statistical packages/descriptive and inferential statistics; strategic planning; assessing academic outcomes; performing assessment activities; and conducting institutional or social science research.
- Two years of supervisory experience in an institutional research setting.

## **DESIRED QUALIFICATIONS:**

- Ph.D. preferred from an accredited college or university in a behavioral or social science or other scientific/analytic field.

## **KNOWLEDGE OF:**

- Strategic planning processes.
- Accreditation processes and quality improvement.
- Higher education.
- National and statewide actions that have implications for research and evaluation at community colleges.
- Developments in technology with respect to information, analysis, planning, and reporting systems.
- Trends and best practices for Institutional Research functions.
- Advanced knowledge of quantitative and qualitative research methodology.
- Advanced knowledge of statistics.
- Advanced knowledge computer systems and software packages, particularly Tableau, SPSS, Banner, querying of databases, data warehousing, online surveying tools and survey methodology.
- Project management and leadership skills.
- Excellent verbal and written communication skills.

**ABILITY TO:**

- Successfully follow general guidelines provided by the Dean of Institutional Effectiveness, Research, Planning, and Library Services.
- Be a self-starter, think creatively, critically, and problem solve effectively.
- Independently conceive, design and conduct research using statistical theories and techniques.
- Meaningfully interpret data and research findings.
- Lead, consult, as well as collaborate well with internal and external stakeholders e.g. team and committee work, results orientation.
- Operate with a high level of integrity, ethics, and professional work standards.
- Commit to supporting faculty and educational administrators in the development of best practices in assessment of student academic achievement, student learning outcomes, program review and validation of accreditation standards.
- Understanding of and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic backgrounds of staff, students and the public.
- Proficiently utilize computer applications, such as statistical spreadsheets, word-processing, creating and maintaining databases, as well as Tableau visualizations/dashboards.
- Monitor and manage multiple tasks and complete projects to efficiently and effectively meet department and college timelines.
- Attend to detailed work and ensure its accuracy.
- Clearly present complex information and concepts to diverse audiences.
- Listen well and communicate in an excellent manner both verbally and in writing.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

- Supervises and directs Institutional Research Staff.

**CONTACTS:**

- Faculty, staff, administrators, students and the general public.

**PHYSICAL ABILITIES:**

- Seeing to read, analyze, interpret, and report data.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer, mouse, and peripheral equipment.

**WORKING CONDITIONS:**

- Office environment.
- Incumbents may be exposed to extended viewing of a computer monitor.

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## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. **A completed and signed Antelope Valley College *Confidential, Management, Supervisory Application***
2. **Cover letter addressing your interest and qualifications**
3. **Résumé**
4. **Transcripts of ALL college work that supports and substantiates the requirements of this position. Transcripts must include verification of degrees conferred (unofficial transcripts or photocopies will be accepted to establish the application file).**
  - i. **No copies of degree/diplomas will be accepted as proof of college education.**
  - ii. **Official documents will be required if the candidate is offered the position.**
5. **The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.**

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

**AVC is an equal opportunity employer**