



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF DISTRICTWIDE RESEARCH & INSTITUTIONAL EFFECTIVENESS

A Academic Supervisory Position (Exempt Status)
Grade 193E – Salary Schedule 35

A. Who We Are

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District’s Strategic Plan, “success, equity, and social justice for our students are longstanding goals.” The District’s [“Students First” Strategic Plan](#) is focused on “Student Success, Equity and Social Justice.” We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

B. The College and the District

The San Mateo County Community College District is home to Cañada College, College of San Mateo, and Skyline College. All three of our colleges are designated as Hispanic Serving Institutions enrolling approximately 33,000 students each academic year. San Mateo County Community College District has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on the [San Mateo County Community College District’s Educational Services & Planning](#) website.

C. Who We Want

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

D. The Position

Responsible to the Vice President of Planning, Research, and Institutional Effectiveness (PRIE), and under the general direction of the Vice Chancellor of Educational Services and Planning, the Director of

Districtwide Research and Institutional Effectiveness is responsible for the development and implementation of the research agenda of the District. The Director of Districtwide Research and Institutional Effectiveness has knowledge of all phases of complex research projects, including research design, selecting and utilizing appropriate methodologies, creating or identifying databases, analyzing data, highlighting key findings and communicating implications, all with minimum supervision. Using independent judgment, responds to requests and initiates research projects when appropriate and has the primary responsibility for Districtwide research project coordination. The Director maintains effective collaboration with District and college leadership, external partners and various internal and external stakeholders.

E. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Interpret, evaluate, and clarify research requests to determine potential data sources and informational resources
2. Identify and coordinate research needs with college Planning, Research, and Institutional Effectiveness (PRIE) departments, District and college programs, and internal and external entities
3. Work with District ITS and college PRIE departments, to develop and maintain data sources to facilitate a broad range of internal and external reporting needs
4. Identify and evaluate the appropriateness of the data and resources; develop customized internal data extractions as needed using data extraction tools (e.g., Oracle Hyperion, Argos, SAP Business Objects)
5. Utilize project management software (e.g., SmartSheet) to organize project requests, develop research projects, and communicate status reports
6. Provide customized districtwide research reports, highlighting main findings and key points, and effectively communicate the results both orally and in writing
7. Identify, troubleshoot, and resolve inquiries on external and internal research data and act as research resource person for districtwide senior administration, District staff, districtwide governance committees, and external parties
8. Collaborate with college PRIE offices to design districtwide research projects and make recommendations on the appropriateness of design, content, data sources, conclusions, and interpretation of results
9. Prepare and give oral presentations to governance committees and groups regarding districtwide institutional research, local and state policy issues, districtwide enrollment and planning trends and projections, and other topics as requested
10. Design effective survey instruments and coordinate all activities associated with the survey study, including, formatting, scanning, analyzing, summarizing, and presenting results; write reports highlighting key findings and make presentations of results
11. Participate in professional organizations and maintain current knowledge of federal, state, and local legislative actions that may have implications for research and evaluation programs for the District
12. Perform other related duties as assigned

F. Minimum Qualifications

- Possession of a Master's degree or above from an accredited institution, preferably in social/behavioral sciences, statistics, economics, or a related discipline OR the equivalent
- Three years of progressively responsible experience in projects requiring program evaluation, research and reporting, and statistical/analytical work

- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

G. Physical/Other Requirements

This classification requires viewing a monitor, sitting, and working at a computer for extended lengths of time; repetitive use of keyboard, mouse and other office equipment; the ability to type, use phone, occasionally lift, carry, push, pull or otherwise move objects and materials up to 35lbs; manual dexterity of hands and fingers to operate keyboard, mouse and phone; and ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

H. Knowledge, Skills & Abilities

1. Knowledge of the mission and programs of California Community Colleges
2. Knowledge of principles, practices, and methodologies of educational research
3. Knowledge of current operating systems for computer and the Internet
4. Knowledge of various software applications, including knowledge of database query software
5. Knowledge of survey development and scanning software
6. Knowledge of California Community Colleges MIS data elements
7. Knowledge of American Association for Institutional Research Code of Ethics
8. Knowledge of educational research methods as related to academic, testing, and administrative standards
9. Knowledge of SMCCCD's Board Policy, American Association of Community and Junior Colleges Accreditation Standards, Assessment Standards, relevant parts of Title 5 and California Education Code
10. Ability to be detail oriented while sustaining a global focus and vision for institutional planning and decision-making
11. Ability to understand complex academic standards and requirements and administrative governance systems
12. Ability to plan, organize, and perform highly technical and complex research activities within defined deadlines
13. Ability to perform policy analysis to decipher the requirements for the institution
14. Ability to apply mandated regulations; work within the American Association for Institutional Research Code of Ethics
15. Ability to interpret research needs, requests, and questions; design sound research studies and draw sound conclusions
16. Ability to write technical reports; make oral presentations
17. Ability to communicate effectively in English both orally and in writing; represent the department professionally and effectively with other California Community Colleges and other professional organizations
18. Ability to learn new technology
19. Ability to serve as a lead worker to other classified staff in the area
20. Ability to supervise student assistants and short-term, non-continuing employees
21. Ability to work independently with little direction as well as collaboratively
22. Ability to demonstrate sensitivity to, and respect for a diverse population