



## **RHODE ISLAND COLLEGE JOB DESCRIPTION**

Position classification: PSA Date created or revised: 9/12/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: No
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Title: Associate Director, Institutional Research & Planning  
Status: Full-time, 35 hours per week  
Grade: 14  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director, Institutional Research & Planning

### **PRIMARY PURPOSE:**

The Associate Director is responsible for meeting internal and external reporting requirements, as well as performing research, administrative and analytical tasks to support the operational, planning, and management decisions of the college. The Associate Director also takes a lead role in ensuring the integrity of the college's official data.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Manage the college's official data files by ensuring that they are complete, accurate, and timely.
- Collaborate with the Director and other offices to develop and execute policies and procedures that ensure the integrity of the college's data.
- Collaborate with the Director, office staff, and others to develop and deploy strategies (such as new technologies) to manage and report on the college's data more efficiently and effectively
- Maintain compliance with IPEDES and other federal and state reporting requirements.
- Respond to requests for information from publishers of college guidebooks and other surveys.
- Provide responses to ongoing and ad hoc requests for institutional information.
- Produce and update the college Fact Book, Quick Facts and other standard reports.
- Conduct research (through surveys and other instruments) on the characteristics of the institution, to include students, personnel, operations, and finances.
- Prepare and deliver presentations of research findings.
- Work jointly with college administrators, faculty, and staff and external institutions and agencies as required.
- Supervise and mentor junior staff and/or graduate assistants.
- Engage in continuing professional development.
- Help maintain the office web site.

#### Occasional Job Functions:

- Perform other related duties as required or as assigned by the Director of Institutional Research and Planning.
- Provide next line leadership in the absence of the Director

### **REQUIRED QUALIFICATION STANDARDS:**

#### Education:

Master's Degree.

Experience:

- A minimum of five years of experience in a comparable research-related position.
- Experience in maintaining and ensuring integrity of databases.
- Experience managing IPEDS and other reporting requirements.

Skills, Knowledge and Abilities:

- Skilled at working with large databases, including merging files and developing and maintaining queries.
- Ability to maintain and enhance the integrity of data on databases.
- Capacity to use technology to increase efficiency and effectiveness of data maintenance and reporting.
- Exceptional attention to detail, coupled with the ability to see the broader purpose of projects.
- Knowledge of statistical principles and procedures, sampling and survey techniques.
- Knowledge of research design, including planning studies and investigations; determining variables; developing bibliographical and other sources of data; and preparing research reports.
- Ability to gather, compile, and analyze research data and present data in tabular, pictorial, and graphic form.
- Ability to prepare clear and comprehensive reports.
- Ability to communicate effectively both orally and in writing.
- Excellent organizational skills.
- Ability to establish and maintain cooperative working relationships.
- Ability to work independently and manage research projects with minimal supervision.
- Ability to work in multi-project environment and meet concurrent deadlines.
- Proficiency with MS Office, statistical software packages, and web survey technologies.
- Ability to guide and help develop junior staff and graduate assistants.

**PREFERRED:**

- Master's degree in the social/behavioral sciences, education, economics, statistics or other quantitatively-oriented discipline.
- Experience in institutional research.
- Experience working with an ERP system, such as PeopleSoft.
- Experience with business intelligence/data visualization tools (Oracle Business Intelligence Cloud Services, Microsoft BI, Tableau, etc.)
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*