



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Institutional Research and Planning
Status: Full-time, continuing (35 hrs/week)
Grade: 16
Union Affiliation: NUNC (Non-Union / Non-Classified)
Reports To: Executive Director for Strategic Initiatives

PRIMARY PURPOSE:

The Director, Institutional Research and Planning, provides vision and leadership for guiding the college's institutional research efforts, particularly those associated with student success and institutional effectiveness. In this role, the director serves as the prime source of institutional data for the President's Executive Cabinet and Board of Governors in monitoring the college's overall health and progress.

The director will provide support and analysis for the vice presidents on all major college initiatives and will play a major role in presenting and interpreting these data to appropriate constituencies.

In collaboration with senior staff, frame research projects, direct data gathering, analyze complex data sets, and collaborate with stakeholders to reach data-informed decisions and create action plans for improvement. Provide data support for the strategic planning process. Provide direct support for the assessment of student learning process and measuring constituent satisfaction with college programs and services. The director will also work with faculty and staff to establish and monitor key institutional indicators and increase institutional capacity for data collection and analysis in all departments. The director will be responsible for fulfilling the college's reporting compliance requirements with federal, state, accrediting, and granting agencies.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Direct and/or conduct qualitative and quantitative studies in support of institutional planning and operations.
- Manage the collection of data, provide analysis, and disseminate information as appropriate to the college community.
- Present and interpret data to appropriate internal and external groups in an effort to help them understand and support the message and goals of the college.
- Provide regular briefings to the President's Executive Cabinet.
- Develop and administer institutional databases relating to academic and support programs and functions, in coordination with the Information Technologies Department, and other appropriate departments and programs.
- Lead a team of key stakeholders in defining and reviewing institutional research priorities.
- Collaborate with Academic Affairs on the development of the infrastructure needed to document student learning, including data gathering, analysis, and reporting.
- Coordinate with local, state and federal agencies and organizations on issues related to reporting regulations and requirements.

Director of Institutional Research and Planning

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- Provide research support in the development of college grant proposals.
- Train, evaluate, and supervise staff, as assigned.

Occasional Job Functions:

- Under the supervision of the Executive Director for Strategic Initiatives, the Director of Institutional Research and Planning provides information to college faculty and staff for decision making in policy, procedural and operational matters.
- May supervise staff and student employees.
- Perform other duties and responsibilities as assigned by the Executive Director for Strategic Initiatives.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree.

Experience:

Five years of experience in the field of institutional research and/or comparable research-related positions.

Skills, Knowledge and Abilities:

- Experience with institutional effectiveness and student outcome models, research design, statistical techniques and manipulating large data sets.
- Strong analytical, database, and communication skills.
- Demonstrated ability to design and produce accurate reports.
- Ability to work in a team environment.
- Be recognized within the higher education community as a strategic thinker and planner with exceptional skills and experience in research design, strategic planning and assessment of institutional effectiveness.

PREFERRED:

- Earned doctorate.
- 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.