



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Director Institutional Research and Analytics
POSITION NO.	502815
LOCATION	Warwick
REPORTS TO	Director Institutional Research and Analytics
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week; Remove up to 2 days/week
SUPERVISION	Professional and Clerical Staff
LIMITATION (if applicable)	N/A
REVISION DATE	May 2024

JOB SUMMARY:

The Office of Institutional Effectiveness (IE) at CCRI is a strategic partner in creating an environment that promotes and supports the use of data and analytics and action research to guide decision-making and institutional improvement.

The Associate Director is responsible for meeting internal and external reporting requirements, as well as performing and overseeing advanced 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.

DUTIES AND RESPONSIBILITIES:

Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

Data Analysis and Reporting:

- Manage the college's official data files by ensuring that they are complete, accurate, and timely
- Collaborate with the Director, IE team, and other offices to develop and execute policies and procedures that ensure the integrity of the college's data
- Collaborate with the Director, IE team, 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 IPEDS and other federal and state reporting requirements
- Respond to requests for information from publishers external surveys
- Produce and oversee analyses in response to ongoing and ad hoc requests for institutional information
- Conduct research (through surveys and other instruments) on the characteristics of the institution, to include students, personnel, operations, and finances

Communicating and Presenting Data:

- Prepare and deliver presentations of research findings
- Effectively gather, compile, and analyze research data and present data in tabular, pictorial, and graphic form
- Produce and update the college Fact Book, Quick Facts and other standard reports
- Help maintain the office web site

Departmental Support:

- Work jointly with college administrators, faculty, and staff and external institutions and agencies as required
- Supervise and mentor junior staff
- Engage in continuing professional development
- Perform other related duties as required or assigned by the Director of Institutional Research & Analytics or Vice President of Student Affairs/ Chief Outcomes Officer or similar

- Provide next in line leadership in the absence of the Director

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's Degree
- Three (3) years professional experience in a comparable research-related position

PREFERRED QUALIFICATIONS:

- Master's degree in the social/behavioral sciences, education, economics, statistics or other quantitatively-oriented discipline
- Experience in institutional research or institutional effectiveness
- Experience working with an ERP system, such as Banner
- Experience with business intelligence/data visualization tools (Oracle Business Intelligence Cloud Services, Microsoft BI, Tableau, etc.)
- Experience in managing IPEDS or similar reporting requirements
- Skilled at working with large datasets, including merging files and developing and maintaining queries
- 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
- 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
- Ability to provide supervisory and analytical support to junior members of the IE team
- Proficiency with MS Office especially Excel, statistical software packages, and web survey technologies
- Bilingual in English / Spanish (fluent in speaking and writing)

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.