



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director of Institutional Research and Assessment
<b>POSITION NO.</b>	501031
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Vice President of Student Affairs
<b>GRADE</b>	BOE 16
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	May supervise full-time and part-time Institutional Research staff as directed
<b>REVISION DATE</b>	February 2022

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**JOB SUMMARY:**

Oversee the creation, development, collection, organization, interpretation, distribution and evaluation of data, information and reports useful for effective assessment of student learning outcomes, policy and planning formulation and decision making.

**DUTIES AND RESPONSIBILITIES:**

- Conduct studies for enrollment forecasting, faculty workload, instructional activity, credit hours, retention, grading, student characteristics, graduates, site information, staffing patterns, budget forecasting, resource allocation, tuition, demographic information, program markets, student learning, and other studies which help the college community better understand our students and key changes which may indicate trends.
- Prepare statistical reports as requested by federal and state agencies, other colleges and universities, and professional organizations.
- Work closely with the Board of Education on system-wide assessment of student learning outcomes, reporting, planning and policy formulation agendas.
- Serve as the institution's source for most official statistics and information. Serve as internal consultant in the design, access, implementation, analysis and interpretation of studies and assessment of student learning outcomes that contribute toward strengthening the Community College. Assist academic units with information and assessment needs for accreditation visits, program evaluation and in conducting follow-up studies. Work closely with other units such as Enrollment Services, Budget, Academic Affairs and Student Affairs to support their information and assessment needs.
- Develop mechanisms to ensure that all assessment information is clear, accurate and accessible. Develop systems and procedures that ensure key information, both current and historical, is easily accessible.
- Sample student information and assessment system database to ensure accuracy of data; take appropriate action to resolve data integrity problems. Review computer programs, troubleshoot, fix or obtain specific fixes.
- Assist in the design and coordination of computer-based assessment and decision support systems.
- Direct or participate in institution-wide assessment of student learning outcomes and institutional research activities.
- Update and produce the annual statistical and assessment report that summarizes pertinent information about courses, programs and the College.
- Design and maintain an enrollment forecasting model and produce an annual report for the President's Council and the RI Board of Education.
- Develop and reformulate a cohort tracking and transfer information system for internal, state and federal reporting.
- Prepare program review statements for changes in programs.
- Operate planning models for budgeting and resource allocation.
- Chair or participate in various Divisional, College-wide, community, federal and/or State student learning outcomes and institutional research committees.
- Evaluate methodology, cost and feasibility of each new request involving complex information and/or reporting requirements; produce a response weighted according to the need, source and cost of the request.
- Serve, as required, as the assessment director for special grants and projects.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

- Work collaboratively with others in a diverse and inclusive environment.
- Other duties as assigned by the Vice President of Academic Affairs.

**LICENSES, TOOLS, AND EQUIPMENT:**

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree with graduate training in research methodology and statistics required.
- Three years of related experience required.
- Excellent communications skills required.
- Demonstrated competency in statistics and research design and knowledge of computer applications is required.

**PREFERRED QUALIFICATIONS:**

- Ph.D. preferred.

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