PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF INSTITUTIONAL RESEARCH

NATURE OF THE POSITION

Under the administrative direction of the Vice President of Instruction and Student Services, provides leadership and performs all necessary functions related to the collection, interpretation, and use of institutional data for planning, assessment, and decision making. Facilitates access to information maintained in the college's Ellucian ERP (Enterprise Resource Planning) system to support college operations and monitor key institutional indicators, ensuring the integrity of data/information released in reports or studies, and providing data analysis, reporting, or research as needed to support institutional objectives. Manages ongoing operation, upgrades and enhancements to the Ellucian ERP system.

DUTIES AND RESPONSIBILITIES

- Establishes, administers, and coordinates the college's institutional research activities including collecting, analyzing, interpreting, and reporting information on the characteristics of the college for use in decision-making.
- Works closely with appropriate college offices in research and statistical analysis that may be needed for various projects in areas such as human resources, curricula, instruction, payroll, collective bargaining, facilities, or finance.
- Serves as liaison and provides necessary support for the college's organizational effectiveness, planning, accreditation, evaluation, and program assessment activities.
- Serves as liaison from the college to various authorities at the federal, state, and local levels for data reporting, research studies, or surveys.
- Prepares state, federal, and college accountability reports according to documented requirements, ensuring accuracy and timeliness.
- Represents the college at federal, state, and local level meetings, seminars, or conferences as appropriate and at professional organizations related to institutional research within the state, taking a leadership role where appropriate.
- Maintains and distributes data, studies, or research to support the planning efforts of the college.
- Develops and implements processes for collecting, linking, and analyzing data from a variety of sources including internal systems, state and federal agencies, other higher education institutions, and employers.

- Maintains ongoing operation of the Ellucian ERP system, manages upgrades and enhancements, establishes and maintains security and access information, and maintains system documentation. Ensures that backup copies of Ellucian ERP files and databases are routinely made and securely stored at a separate location.
- Performs database administration, performance tuning and problem resolution.
- Enable interoperability with associated systems including managing and manipulating data imports and exports
- Monitors the overall integrity of data, complying with state and federal requirements and taking appropriate steps to correct data discrepancies when noted.
- Works with areas of the college responsible for data input to improve process for collecting and inputting accurate data into the data system.
- Provides technical support and training to Ellucian ERP system users.
- Specifies and recommends purchases of computer software, hardware, and supplies for the Ellucian ERP system.
- Develops, administers, analyzes, and reports on surveys that measure engagement, performance and satisfaction for both students and employees; manages and maintains the web survey software.
- Assists in the preparation, follow-up, and reports for the college's accreditation agency and in the college's efforts to secure grants.
- Provides support and training in continuous quality improvement methods and the use/analysis of data related to effective practice of continuous quality improvement.
- Administers and oversees the institutional research office budget.
- Provides support for the development of college planning systems and provides for information to assess institutional effectiveness.
- Regularly, at the discretion of the president and/or vice president of instruction and student services, attends college administrative team meetings and provides leadership to the college.
- Performs other related tasks as required.

REQUIRED QUALIFICATIONS

1. Bachelor's degree in computer science, data processing, research methods, or related field preferred.
2. Three to five years of related research and/or analysis experience, or combination of education and experience commensurate with the duties and responsibilities of this position.
3. Demonstrated sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS

1. Experience utilizing database systems in conjunction with statistical, analytical, reporting and visualization software.

2. Coursework or knowledge of research methods.
3. Knowledge of relational database design and management and expertise in a major database and reporting platform. Proficiency in developing SQL queries and the use of SQL within programming languages and applications
4. Experience with higher education ERP systems including technical understanding of data warehousing and data mining.
5. Familiarity with a variety of desktop, server, networking and cloud environments.
6. Familiarity with web survey administration software.
7. Excellent interpersonal, analytical, and communication skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, as listed above, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This position is 12 months, 40 hours per week (may include evening and weekend duty).
2. Row 8 on the Classified Management/Confidential salary schedule.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/ADA/EEO

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.

2. The screening procedure:

   a. Human Resources will screen all applications for minimum qualifications. The Screening Committee will then screen all remaining applications. Meeting the minimum qualifications for the position does not assure an interview.
   b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
   c. The Superintendent/President will then make a recommendation to the Board of Trustees.

3. All interviews will be scheduled for the same day and evening, if possible.

4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.

5. **Travel costs related to these initial interviews will be borne by the candidate.**

6. A second interview may be required for selected candidates.

7. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.

8. The College reserves the right to contact the current or most recent employer of any candidate and to fully investigate current and past employment history including social media.

9. The College reserves the right to re-advertise the position or to delay or withdraw filling a position at its sole discretion.

10. The College does not return to the candidate materials submitted in application for a position.

11. An optional form, "Affirmative Action Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.

12. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.

13. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form, to provide evidence of a clear Tuberculosis screening and submit to a background investigation.

14. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.