POSITION DESCRIPTION

POSITION: Director of Institutional Research and Planning

REPORTS TO: President

GRADE: BOG 16

BASIC FUNCTION:

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

ESSENTIAL DUTIES & 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 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. Serve as the official contact for federal reporting purposes, such as IPEDS, as mandated by law.

Work closely with the Board of Governors for Higher Education on system-wide 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 that contribute toward strengthening the Community College. Assist academic units with information 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 needs.

Develop mechanisms to ensure that all information is clear, accurate and accessible. Develop systems and procedures that ensure key information, both current and historical, is easily accessible. Convert selected information into Web-based designs.
Sample student information system database to ensure accuracy of data; take appropriate action to resolve data integrity problems. Review computer programs, troubleshoot, fix or obtain specific fixes from computer resources staff. In conjunction with the computer center, assist in the design and coordination of computer-based decision support systems.

Direct or participate in institution-wide assessment or planning activities.

Update and produce the annual statistical report that summarizes pertinent information about the College.

Design and maintain an enrollment forecasting model and produce an annual report for the President’s Council and the RI Board of Governors for Higher 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 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 director for special grants and projects.

Other duties as assigned by the President.

**QUALIFICATIONS:**

Master's degree with graduate training in research methodology and statistics; Ph.D. preferred; plus three years of related experience required. Excellent communications skills required. Demonstrated competency in statistics and research design and knowledge of computer applications is required.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.