



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Director of Institutional Research and Assessment
LOCATION:	Office of Institutional Research and Assessment
REPORTS TO:	Vice President of Academic Affairs
GRADE:	BOE 16
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	May supervise full-time and part-time Institutional Research staff as directed

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

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.

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, 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.

Knight Campus

- 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.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's degree with graduate training in research methodology and statistics required; Ph.D. preferred.
- 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 / Affirmative Action Employer

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ehcanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>