

# Director, Institutional Research and Reporting

## Position Information

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### Position Information

<b>Job Title:</b>	Director, Institutional Research and Reporting
<b>Position Number:</b>	02063
<b>Posting Date</b>	05/10/2017
<b>Closing Date</b>	
<b>Initial Screening Date</b>	05/30/2017
<b>Open Until Filled</b>	Yes
<b>Position Type:</b>	Management
<b>Rate:</b>	
<b>Work Week</b>	40 hours per week, 12 month position
<b>Minimum Salary:</b>	\$116,684.96 annual
<b>Maximum Salary:</b>	\$153,100.78 annual
<b>Benefits:</b>	<p>Our competitive benefits package includes medical, dental, and vision insurance; life insurance coverage; long-term disability insurance, and an employee assistance program (EAP). In addition, employees have the option to purchase:</p> <ul style="list-style-type: none"><li>• Flex 125</li><li>• AFLAC Policy</li><li>• Supplemental voluntary life insurance</li><li>• 403b Tax Shelter Annuity</li></ul> <p>All coverages begin on the first day of the month following the hire date. Employees are covered under the California Public Employees Retirement System (CalPERS) and are vested 100% after five years of full time service.</p>
<b>College/Site:</b>	District Office
<b>Location</b>	DO-KCCD Bakersfield Downtown
<b>Basic Function</b>	Reporting to the Chancellor, the Director, Institutional Research and Reporting, is responsible for the planning, development and management of District-wide research, analysis and reporting activities. The Director is responsible for disseminating analytical data related to academic, student, and administrative programs; providing technical and analytical support for institutional assessment, planning and decision-making activities; and, designing, maintaining, and manipulating databases and information systems for research, planning, and institutional accountability.
<b>Education and Experience</b>	<p><b>Minimum Qualifications:</b> Bachelor's Degree from an accredited Institution <b>AND</b> four (4) years of institutional research experience or equivalency based on eight (8) years of demonstrated experience in institutional research. Demonstrated proficiency in utilizing computer applications, including statistical analysis, spreadsheet, word-processing, statistical software, and database software. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.</p>
<b>Knowledge and Abilities</b>	<p><b>Knowledge and Abilities:</b> Thorough knowledge of general research methodology and standard statistical procedures of sampling, correlation analysis, projections, and other qualitative and quantitative measures</p>

applied to education and social research.  
Ability to plan, organize, conduct, and participate in analytical studies using research methodology in an educational setting.  
Knowledge of and experience in database design and related software applications as related to research interpretation and analysis.  
Ability to work effectively and cooperatively with a diverse faculty, staff, student, and community population in an administrative position.  
Ability to communicate effectively both orally and in writing.  
Demonstrated ability to produce effective and meaningful reports/documents.  
Ability to interpret, articulate, and communicate a variety of regulations, policies, and procedures.

**Salary Grade**

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**Special Instructions to Applicants**

**First Review of Applications:**

Complete application packets will be accepted until the position is filled; but those received by 5:00 p.m. (Pacific Standard Time) on May 30, 2017 are assured consideration. The College reserves the right to extend time limits or reinstate the recruitment/selection process at any point.

**Completed application packet must include:**

- Completed Online Application for Employment form
- Current resume
- Letter of interest (Cover Letter)
- Copy of legible transcripts, if applicable
- List of six (6) professional references – Listed on application form

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.

**Recruitment Status (tentative):**

- Application Screening: TBD
- Interviews: TBD

**The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.**

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you learn about the position?

- Newspaper
- Internet
- Employee
- Walk-in
- Chronicle for Higher Education
- Employment Agency
- KCCD Employee
- Other

2. \* The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

- I understand the above statement.

## Optional & Required Documents

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**Required Documents**

1. Resume/CV
2. Cover Letter
3. Transcripts

**Optional Documents**

1. Other Document
2. Other Document (2)
3. Other Document (3)