

JUNE 2017
FLSA: EXEMPT
SALARY GRADE: P
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESEARCH AND ASSESSMENT MANAGER

BASIC FUNCTION: Under the supervision of the Dean, Institutional Effectiveness, provides leadership to administrators and faculty in areas of research methodology, development and implementation of student engagement, student outcomes assessment, and student success metrics. Works in collaboration with faculty and other research and assessment staff with the development, collection, analysis, and interpretation of student, faculty, and student services data.

SUPERVISORY RESPONSIBILITIES: Supervises any assigned staff.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Participates in Institutional Effectiveness staff meetings regarding various projects and reports.
2. Attends and participates in a variety of meetings regarding student success, consultative matters, research, assessment, and disciplinary matters.
3. Attends conferences and researches professional literature, websites, and other sources on alternative curricular pathways, research methods, and other issues relevant to students and projects to stay current on state-wide and nation-wide initiatives.
4. Provides leadership for the College's research agenda. Coordinates with faculty and administrators to identify college research needs. Designs research agendas and methodology; gathers and analyses student and program data; produces a variety of reports; and leads data-informed planning discussions.
5. Compiles, analyzes, and maintains statistical and other data for reports related to institutional effectiveness including equity, enrollment, demographics, student success, persistence and transfer rates, and provides reports as assigned.
6. Provides consultation, support, and technical assistance on specific research and grant projects for divisions, department programs, governance committees, and individual faculty.
7. Collaborates with faculty regarding student learning outcomes, student engagement and success metrics, and alternative curricular pathways. Leads faculty in discussions to "close the loop" creating linkages between academic assessment and curricular planning.
8. Performs related duties as assigned.

EDUCATION AND EXPERIENCE: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Master's degree, from an accredited institution, in education, psychology, sociology, or other research-related field. A minimum of two years of directly related experience in outcomes assessment or applied educational research is required. Two years' experience in instructional design or teaching is preferred.

LICENSES / CERTIFICATIONS: None.

KNOWLEDGE OF:

- Testing and measurement theory and practices.
- Research-related software applications, data management, graphics and word processing;
- Student success and equity initiatives at the community colleges.

ABILITY TO:

- Work collaboratively and maintain effective working relationships with faculty and researchers;
- Communicate effectively, both orally and in writing;
- Keep informed and maintain an understanding of the current educational issues, ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

CONTACTS: Co-workers, other departmental staff, institutional effectiveness staff, faculty, and students.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.