

COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE



MANAGER – RESEARCH AND PLANNING

**FLSA: EXEMPT
RANGE M1**

POSITION DESCRIPTION: Under the direction of the Vice President of Academic Affairs, organize, develop, evaluate, and implement a comprehensive institutional research program to assist the college in improving its effectiveness as a learning-centered institution. Provide research assistance to instructional and non-instructional departments to aid in the institution's program review process, accreditation, planning, learning outcomes, grant development, and overall improvement.

EXAMPLE OF DUTIES:

- Provide direction and support in the development, prioritization, and implementation of research projects to support planning and decision-making at the college.
- Integrate diversity, inclusion, and equity into a campus-wide research agenda.
- Develop, coordinate, and maintain an annual calendar of institutional research and planning activities; facilitate the annual planning process as it integrates with program review.
- Design, maintain, manipulate and query specialized databases and information systems for research, planning, and institutional accountability.
- Assist college staff in the preparation of questionnaires and survey instruments; identify primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, non-instructional, and development.
- Perform statistical and analytical institutional research.
- Provide technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities, such as in the areas of research design, grant development, outcomes assessment, program evaluation, and test or prerequisite validation.
- Collect and interpret statistical data regarding enrollment, demographics, student achievement, and other related measures including data/research to support College accreditation and effectiveness.
- Gather and analyze information about the District and its external environment for strategic planning and program development.
- Establish and maintain effective working relationships with faculty, staff, students, and the public.
- Make presentations to various groups within the District, community, and State, as necessary.
- Develop or select, validate, and administer surveys to regularly gather information from students and internal or external stakeholders.
- Evaluate and respond to requests originating inside and outside the institution.
- Compile, complete and submit local, state and federal reports as required.
- Develop and administer program budget; and train, supervise, and evaluate the performance of assigned staff.

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- Collaborate with individuals in a multi-cultural, diverse student, staff, and community population to fulfill job duties.
- Performs other necessary related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Research theory and methodology.
- Advanced applied statistics; report writing; survey design.
- Personal and client server computer systems.
- State and Federal accountability reporting requirements.
- District organization, operations, policies and objectives.
- Development, implementation and monitoring of budgets; resource development.
- Oral and written communication skills.
- Effective collaboration, communication and consensus-building techniques.
- Principles and practices of management and supervision.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and budgeting techniques.

ABILITY TO:

- Plan, organize, and conduct analytical studies.
- Facilitate groups and build consensus.
- Analyze and interpret complex data.
- Approach problems objectively and present findings, conclusions, and recommendations clearly.
- Exercise good judgment, diplomacy, and patience.
- Operate a variety of research and analysis-related computer application programs.
- Meet schedules and timeframes.
- Apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.
- Plan and work effectively and cooperatively with peers, faculty, administrators, staff, students and community members from multi-cultural, diverse backgrounds.
- Organize multiple projects and carry out required project details.
- Evaluate department programs and functions and make recommendations for continuous quality improvement.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.
- Communicate well in writing and orally; develop written reports and deliver oral presentations.

REQUIRED QUALIFICATIONS

- Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field.
- Three years of research experience.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

WORKING CONDITIONS:

- Required to sit and view a computer monitor for extended periods of time.
- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.