

DEAN OF RESEARCH, PLANNING AND GRANTS

DEFINITION

Plans, designs, organizes and directs operations and activities in the planning, research, review, analysis, interpretation and reporting of data and information used in assessing institutional effectiveness. Coordinates institutional master planning, with program review, student learning outcomes and assessment cycles, and accreditation. Develops and disseminates analytical data related to academic, student and administrative programs, educational master planning, enrollment trends, and required internal and state/federal external reports. Coordinates and supports college efforts to develop successful grant proposals. Provides assistance and counsel in the analysis and interpretation of academic, student and administrative data in support of data-driven decision-making.

SUPERVISION EXERCISED AND RECEIVED

Direction is provided by the Vice President of Instructional Services.

Direction is exercised over management personnel who are responsible for various functions; general supervision is exercised over other support personnel.

EXAMPLES OF DUTIES

Coordinates the strategic planning process by integrating unit, divisional and college-wide planning with program review, student learning outcomes and assessment cycles, and accreditation.

Provides ongoing support for program review, accreditation, student learning outcomes and assessment, institutional planning and serves on college committees as assigned.

Provides leadership in the development of college planning and research for a diverse, dynamic and innovative community of faculty, staff and students.

Coordinates and administers the strategic, long range and master planning processes. Updates planning documents annually and assists in integration of local plans into state planning processes.

Ensures ongoing research studies and analysis on both internal and external data including: student learning outcomes and assessment cycles; student, community and state demographics; labor market trends; and other trends affecting the college.

Coordinates the college response and reports to State and federal agencies including but not limited to: accountability initiatives, including the state Accountability Reporting for Community College (ARCC) system and IPEDS (Integrated Postsecondary Educational Data System).

Supports college outcome and assessment cycles by ensuring outcome based research measuring the success of programs, supplying data and evaluation expertise to the college program review process, assisting in the evaluation of grant-related programs, and contributing to the college's accreditation-related self assessments.

Compiles data and write reports on assessment testing, including validation of assessment and placement systems using appropriate psychometric techniques in compliance with state standards for assessment and placement.

EXAMPLES OF DUTIES (continued)

Participates in the annual planning and budgeting processes in cooperation with managers, supervisors, faculty and classified staff to ensure alignment with overall college goals.

Presents research findings to administrators, faculty, staff and the Board of Trustees.

Monitors grant availability and create systems to notify campus community of grant availability and assist college staff in preparing grant proposals, including the development of evaluation processes, data collection and reporting.

Consults with administrators/faculty to plan and outline proposed program improvement activities.

Develops processes to identify institutional priorities and match institutional and external funding requirements.

Works with college staff to prepare and submit grant proposals according to established procedures; research, collect, read and summarize background information; design evaluation research component of grant proposals.

Identifies and collects information or funding sources for college projects; provide information regarding available grant funding opportunities to faculty and administrators.

Manages grant proposal files and correspondence; distribute signed grant agreements.

Supervises, trains and evaluates staff.

Manages applicable budgets.

Works collaboratively with faculty, administrators, and staff as a resource on data collection, statistical analysis, and reporting.

Actively participates in and support of shared governance activities and collaborative processes.

Serves as liaison with state and federal agencies, and with local and state research organizations, on areas of research reporting and data analysis.

Participate in local, regional, state and national workshops, conferences.

Serves as a member of the President's Cabinet to advise the executive management team with policies and operational management.

Anticipates, prevents and resolves conflicts and problems under areas of supervision.

May serve as Friday evening/Saturday administrator in rotation with other administrators.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

The changing educational needs of the diverse student base of the greater Glendale area and the business community in which the college operates.

QUALIFICATIONS (continued)

Knowledge of student services and instructional services programs.

Regulations and guidelines associated with accreditation and the California Education Code.

Research methodology, including techniques of statistical forecasting.

Web-based reporting and surveying techniques.

Development and evaluation of student learning outcomes.

Applicable state education code sections, state and federal laws, regulations and policies.

Budget preparation and control.

Research methods and report writing techniques.

Enterprise wide software/ applications, data collection systems and statistical software.

Advanced principles, practices, procedures, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Ability to:

Analyze District issues and develop and recommend practical applications with an understanding of its impact on and applicability to District curriculum, programs and services.

Compile and present narrative and complex statistical reports in a concise and comprehensive manner.

Establish and maintain effective working relationships with faculty, staff, students and the public.

Manage, train, evaluate, develop and supervise staff.

Analyze and interpret laws, rules and regulations.

Prepare and manage organizational and departmental budgets.

Organize multiple projects to ensure timely completion.

Provide strategic planning and overall supervision of accrediting activities.

Coordinate grant activities including writing, management, oversight and reporting.

Prepare a variety of mandated and requested District, state and federal reports.

Write comprehensive technical reports.

Perform difficult analyses and research, evaluate alternatives to develop sound conclusions and recommendations.

Collaborate with administrators and faculty to identify program concepts, gather data, and develop grant proposals in conformance with funding agency requirements.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education: A Master's Degree from an accredited college or university in Statistics, Economics, or Research with completion of courses in Public Administration, Educational Administration and/or Business Management.

Experience: A minimum of three years of experience in a leadership role performing institutional planning or statistical research in a higher education setting, including two years of managerial experience.

Desirable:

Doctorate degree from an accredited college or university.