

Director of Research Collaboration

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M4	06/01/2015	Management	1 of 2

DEFINITION: The Director of Research Collaboration provides leadership in the development of research projects in close collaboration with faculty, staff and administrators to help build broad engagement around new research development, increased awareness of institutional knowledge gained through research and create necessary understanding of research outcomes to guide institutional decision-making, policy formulation and program planning.

DISTINGUISHING CHARACTERISTICS: The Director of Research Collaboration is responsible for performing the necessary functions related to the collection, interpretation and dissemination of institutional data to facilitate institutional assessment and strategic planning. Emphasis is placed on the communication of new knowledge gained through research and facilitating dialogue regarding the meaning and implications of research to address institutional priorities and improve institutional outcomes.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Collaborates with college administrators to identify and evaluate instructional data needs.
- Communicates research findings to multiple constituencies throughout the District.
- Closely collaborates with faculty, staff and administrators to build greater awareness of research findings and their implications to the institution.
- Conducts and designs a variety of highly complex institutional research projects and studies to support academic and programmatic assessment, including achievement of learning outcomes and course and program evaluation.
- Develops and coordinates research projects from inception to conclusion, including research problem definition, data collection, analysis, interpretation and findings.
- Responsible for tracking projects against established timelines; provides status reports to supervisor and appropriate staff on a regular basis.
- Supervises research staff in the coordination of data collection, ensuring the overall validity and integrity of data collection, analysis and reporting.
- Develops, implements and documents procedures and policies on data collection and accountability; organizes and oversees staff training.
- Leads and works collaboratively with administrators and faculty to implement outcomes and assessment; analyzes and uses project data and research to improve educational effectiveness and program performance.
- Assists in the development and analysis of Student Learning Outcome assessment.
- Documents and writes research findings and communicates to appropriate stakeholders; provides formative feedback on the performance of the District's academic, student and support service programs.
- Assists in evaluating and responding to data requests originating inside and outside the District; ensures the optimal use of research results for the requester and the District.
- Serves as an institutional research liaison for various state and regional organizations to keep abreast of national, state and local institutional research issues.
- Serves as a central resource for faculty and staff on research related literature and up-to-date research practices.
- Oversees the Research and Planning Division in the absence of the division's Dean.
- Performs other duties as assigned.



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MINIMUM QUALIFICATIONS:

Knowledge Of:

- High impact practices in higher education.
- Report writing and data visualization techniques.
- Group facilitation models and collaborative work
- Quantitative and qualitative research methods.
- Technical report writing and data visualization techniques.
- High impact practices in higher education.

Ability To:

- Identify critical research questions, gather data from a range of sources, draw valid conclusions and then clearly present the information to a variety of audiences in both verbal and written formats.
- Exercise critical judgment, leadership and creativity.
- Set priorities and plan under pressure, organize, coordinate and direct multiple research projects and activities with varied deadlines.
- Communicate effectively, both orally and in writing.
- Efficiently read, analyze and interpret professional journals, technical procedures, and governmental regulations.
- Supervise and train staff.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to and respect for, the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

Education/Training: Earned Master’s degree from an accredited college or university with a major in business, educational research, public policy, or a related field.

Experience: Three years of experience working on the design, conducting of research and interpretation of research in an educational institution. Equivalent to one year of experience in a supervisory role.

Actions: Newly created classification adopted by the Governing Board on 05/27/15