

**TITLE: Coordinator, Institutional Research**

**CLASSIFICATION: Classified**

**SALARY GRADE: C13**

**SCOPE OF POSITION:**

Under general direction, coordinates, designs, and implements research projects. Serves as the liaison between the District and external entities to develop and implement research projects.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develops project plans, calendars, and budgets. Collaborates with stakeholders to develop project goals.
2. Develops, administers and oversees surveys and interviews, maintains databases, and performs quantitative and qualitative data analyses.
3. Provides analytical and technical expertise to District staff and external stakeholders.
4. Designs and creates reports for technical and non-technical audiences.
5. Monitors and oversees meeting research related contracts and grant reporting schedules and requirements.
6. Develops research questions, determines appropriate methodologies, and coordinates and oversees day-to-day implementation of research projects.
7. Conducts trainings, workshops, and conference presentations.
8. Maintains project website, creates online data visualizations and designs and creates communications and promotional materials.
9. May serve as lead worker to other classified employees in the area.

**KNOWLEDGE OF:**

1. Standard principles, practices, and methodologies in institutional research.
2. Industry standard survey software.
3. Statistical software tools, including statistical packages for social sciences or equivalent.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

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### **ABILITY TO:**

1. Maintain recordkeeping systems.
2. Coordinate events.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in a closely related field of study required.

### **EXPERIENCE:**

3+ years of analyst-level research experience and prior experience with survey research required.

### **OTHER REQUIREMENTS:**

- Position requires some travel.
- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- With advance notice, the ability to work flexible hours, including occasional evenings and weekends.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*