

TITLE: Coordinator, Institutional Research

CLASSIFICATION: Classified

SALARY GRADE: C15

SCOPE OF POSITION:

Under general direction, leads the design, coordination, and implementation of high-impact, large-scale institutional research and evaluation projects involving inter-institutional and statewide collaboration. The Coordinator, Institutional Research performs advanced analytical work and serves as the primary coordinator for research initiatives funded through grants, statewide partnerships, or districtwide strategic priorities. This position functions as a senior-level technical expert, representing the institution in professional settings, guiding the development of research methodologies, and supporting data-informed planning and decision-making throughout the District and with external stakeholders.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Research Analyst by its focus on strategic, cross-institutional research coordination, and its role in leading large-scale, externally facing initiatives with significant visibility and complexity. The position requires a high degree of autonomy, subject matter expertise, and the ability to coordinate research activities involving multiple colleges, agencies, and stakeholders. It serves as a principal contact for statewide and grant-funded 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. Leads the design, coordination, and delivery of multi-college, grant-funded, or statewide research and evaluation projects.
2. Coordinates strategic research initiatives by developing project plans, analytical frameworks, deliverables, and timelines in collaboration with internal and external stakeholders.
3. Serves as primary liaison with external partners, funders, and agencies, representing the institution in statewide research and policy forums.
4. Designs and conducts complex quantitative and qualitative analyses to support planning, accreditation, policy development, and program evaluation.
5. Oversees the development and maintenance of interactive dashboards, research tools, data dictionaries, technical documentation and other publicly accessible data resources.
6. Develops proposals and supports compliance reporting through research and evaluation components.
7. Facilitates research dissemination through presentations, training modules and sessions, and authored publications at the state level.
8. Supports the strategic use of research by district leaders and statewide stakeholders through the development of executive-level reports and briefings.
9. Provides technical guidance and serves as a resource to external stakeholders, including research partners, funding agencies, and state-level collaborators, ensuring methodological integrity and best practices in research design, interpretation, and application.

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KEY DUTIES AND RESPONSIBILITIES – Continued

10. May coordinate state-level project teams composed of deans, administrators, faculty, classified staff, and external partners from multiple colleges and agencies.
11. Designs and codes custom Structured Query Language (SQL) queries from relational databases to extract, join, and validate data across systems in support of research projects, institutional reporting, and statewide initiatives.
12. Trains and supervises student employees and may lead the work of other classified staff and short-term, non-continuing employees in the department.

KNOWLEDGE OF:

1. Principles, practices, and methodologies of survey development and educational research related to academic, testing, and administrative standards.
2. Higher education policy, labor market trends, and institutional research standards.
3. Project coordination and grant compliance practices.
4. Public presentation and knowledge translation strategies.
5. Data privacy, IRB principles, FERPA, data governance and ethical research guidelines.
6. Local, state, and federal education reporting standards.
7. Web accessibility and document remediation tools.
8. Applicable technology usage, including standard office productivity software and other appropriate technology, including database query and scanning software.

ABILITY TO:

1. Coordinate collaborative, high-stakes research initiatives with external visibility.
2. Interpret complex data and convey insights to technical and non-technical audiences.
3. Plan and coordinate large-scale research timelines and deliverables.
4. Exercise independent judgment while aligning projects and external requests with institutional goals.
5. Synthesize policy, practice, and data into actionable recommendations.
6. Communicate clearly and persuasively in written, oral, and visual formats.
7. Maintain proficiency in using statistical software, such as Statistical Analysis System (SAS) or Statistical Package for the Social Sciences (SPSS), and mapping software.
8. Guide and support colleagues in research and evaluation best practices.
9. Foster positive, professional relationships across institutions and agencies
10. Demonstrate cultural humility and commitment to equity-focused research.

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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 social/behavioral sciences, education, public policy, statistics, economics, information systems, or a related field.

EXPERIENCE:

At least seven (7) years of experience in research, evaluation, data analytics, or a related field, including leadership of large-scale or multi-institutional projects. Experience with survey research, statistical analysis, and the development of public-facing research tools or reports is 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](#).