BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of Institutional Research

DEPARTMENT: Center for Institutional Effectiveness

FUNCTION: Develops and implements a comprehensive program of institutional research to provide management information to College decision makers, outside agencies and other users. Acts as liaison to faculty and State and Federal agencies on issues related to institutional research and planning. Monitors the College’s planning process (i.e., Performance Dashboard) to facilitate achievement of institutional mission and goals.

REPORTS TO: Vice President of Institutional Effectiveness

SUPERVISES: Senior Research Associate, Research Assistant, and Director of Grants

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supports the College’s Executive Team to ensure all College-wide planning activities are consistent with the College’s mission and goals and are incorporated into the five-year institutional plan.
2. Assists line administrators in establishing unit goals, objectives and plans that align to College-wide goals and priorities; incorporates appropriate business unit components into College’s short- and long-range plans.
3. Ensures all College planning documents are consistent with accreditation and special planning activities mandated by the Commission on Higher Education.
4. Partners with Deans and Directors to establish and administer appropriate outcome measures and ensures assessment results are measured against the planning cycle benchmarks.
5. Develops and implements a comprehensive program of research and evaluation involving gathering, analyzing and interpreting data; actively leverage student information system.
7. Coordinates, prepares and submits reports required by the College administrators and external agencies; provides survey responses requested by external agencies.
8. Assists instructional divisions, Grants’ Office and individual faculty in developing research and grants assessments; may create research design, develop assessment instruments and analyze data.
9. Develops a set of core outcomes for unit and measures and tracks annual performance against
objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

10. Prepares, track, monitors, and adheres to an annual budget.

11. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

12. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.

13. Performs additional tasks or duties as assigned by the Vice President of Institutional Effectiveness or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Working knowledge of planning and accreditation processes. Must possess demonstrated skills in research design and data analysis. Requires background in both mainframe and PC based environments and understanding of systems design concepts. Must have advanced proficiency with Microsoft Office Suite and statistical and analytical software tools. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree in Research, Analysis and Evaluation or Education.

Experience: Minimum of 5 years of experience doing research, analysis, evaluation and work related to education; working in higher education setting and/or teaching experience is preferred.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________

Name/Title

Approved by: _____________________ Date: ____________

Name/Title
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE