2.03 Position Guide Approved 7/13/2015

**Assistant DIRECTOR, Grant Operations and INSTITUTIONAL RESEARCH SPECIALIST – TAACCCT #4** *(Grant Funded through 12/2017)*

**Primary Function:** To work with the TAACCCT 4 Executive Director, the External Evaluator and the partners’ institutional research offices to define, collect, extract, compile, analyze and report both qualitative and quantitative data for use in reporting, planning, assessment of project effectiveness, and to fulfill federal compliance reporting requirements. To provide first line management leadership to operational deliverables including, but not limited to: program status, reporting and remediation planning, grant marketing plans and outcomes, and grant administrative reporting. Supports the Executive Director in the use of data to improve the understanding, planning, management, and performance of the TAACCCT #4 project, providing a link to connecting data to improved practice.

**Responsibilities:** Under the direction of the Executive Director: (1) Research, collect and compile data as mandated for federal funding source (US Department of Labor) reports. (2) Create and deliver timely and comprehensive program status reports (progress against performance objectives and evaluation metrics) across TAACCCT #4 project partners, including PATH staff and Consortium Leadership teams. (3) Provide first line management leadership to tasks and deliverables required for effective External Evaluation, including technical assistance and training related to programmatic and reporting requirements. (4) Work collaboratively with college partner institutional research offices, to develop responses to internal and external requests for enrollment-related and other grant goal specific-outcomes data. (5) Implement other responsibilities as assigned.

**Organizational Relationships**: (1) Responsible to the Executive Director for the performance of assigned responsibilities. (2) Maintain cooperative relationships with consortium partner colleges’ Offices of Institutional Research. (3) Work cooperatively with administrators/staff, faculty, students, and external agencies. (4) Relates role to college mission and goals and the goals and objectives of the TAACCCT 4 grant project.

**Performance Standards**: Performance in this position is considered satisfactory when: (1) mutually agreed-upon objectives are attained within a specified time frame; (2) responsibilities of the position are carried out on a level consistent with performance objectives; (3) effective relationships exist with other members of the administrative team.

**Qualifications**: (1) Education: Bachelor’s degree in a statistics, higher education, and/or a related discipline with a strong research focus from a regionally accredited college or university required; graduate certificate in Institutional Research and /or a master’s degree preferred. (2) Skills, Knowledge, Abilities: (a) research and survey design and methodology; (b) understanding of basic sampling and measurement issues including US Department of Labor Common Measures, selection of appropriate quantitate statistical tools as well as interviews, focus groups, and survey research (c) computer competency necessary – Microsoft Office applications, survey software, report writer, institutional database experience and /or data-related tools such as IPEDS Data Center; (d) analytical and statistical skills; (d) strong communication skills both oral and written; (e) ability to organize multiple tasks and projects and ability to meet deadlines (3) Experience: (a) at least three years previous experience in higher education and research.