

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF RESEARCH, PLANNING, AND GRANTS ADMINISTRATION

BASIC FUNCTION:

Under the general supervision of the Superintendent/President, coordinates institutional assessment processes and related research. Responsible for: strategic planning; data collection and measurement; results interpretation; grant proposals, management and compliance; and research findings accompanied by supporting recommendations. Coordinates institutional assessments. Position demands a high level of attention to detail in descriptive and inferential statistics and precision under stringent deadlines.

REPRESENTATIVE DUTIES:

Perform, implement, and coordinate district-wide institutional research projects. Assist a variety of departments with project design, acquisition, and application of data, information and reporting. Provide research as requested by the Chancellor's Office guidelines and state mandates in areas related to planning, partnership for excellence, campus climate, and other areas. Priorities shall be established based on the AACC research goals, statewide research priorities and District Master Plan guidelines.

Develop, coordinate, and oversee all district grant and other external funding activities, including obtaining information on available grants, editing and publishing applications, and submitting appropriate reports to various granting agencies. Supervises appropriate staff. Conduct grant-writing, oversee and/or conduct grant compliance. Coordinate the district's program review plan by working with administrators, faculty and staff who are collecting and reviewing data for individual reviews. Act as a communication link between the faculty and administration in matters related to grants, research and planning by providing regular updates and announcements at campus meetings.

Provide expertise and act as district liaison for specially funded projects such as VATEA, Title III, Title IV, Title V, HUD, CalWorks and TANF. Economic Development grants, partnerships and collaborations with various employers and agencies, and other projects as requested by the Superintendent/President.

Develop a "networking" model to integrate the various aspects of this job with the overall administration of the college by working with the Superintendent/President, President's Cabinet, and Administrators, to implement the District's Master Plan. Responsible for interacting with staff from a diverse population. Work with other agencies and organizations in developing partnership projects. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

ABILITY TO:

Operate office equipment including computer terminal and knowledge of all Microsoft Office Suite.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, religious, and ethnic backgrounds of staff and students.

KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

Demonstrate sensitivity to and understanding of staff and students with physical and learning disabilities.

Excellent leadership, interpersonal and analytical skills.

Communicate effectively both orally and in writing.

Ability to function at a maximum level with minimum staff.

EDUCATION AND EXPERIENCE: A Bachelors degree in Statistics, Economics, Business Administration, Higher Education, or a closely related field. Prefer a Masters degree in one of the Social Sciences with strong planning, measurement, and research methodology coursework.

Previous successful administrative experience in research, planning and grants management. Experience in strategic planning, managing effective organizational change, and results analysis. Experience in conducting workshops and demonstrations. Experience with and commitment to working with culturally and ethnically diverse groups.

LICENSE AND OTHER REQUIREMENTS: Valid California Driver's License.

WORKING CONDITIONS: Duties are primarily performed while sitting at a desk or computer terminal. Incumbents are subject to extensive contact with students, staff, and the public. Constant interruptions, noise from talking, office equipment operations.

PHYSICAL DEMANDS: Ability to sit for long periods of time, to operate a keyboard or other office machines and reach to file. Ability to read fine print, answer telephones and provide information over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Occasionally must travel to other offices or locations to attend meetings or to pick up or deliver materials.