

Revised: January 2012  
April 2009  
May 2008

**SALEM COMMUNITY COLLEGE  
POSITION DESCRIPTION**

**Position Title:** Director of Institutional Research, Planning and Assessment

**Salary Range:** \$45,000 - \$65,000 (pro-rated)

**Minimum Qualifications:**

**Education:** Bachelors Degree in related field (Master's degree preferred)

**Experience:** Minimum of 3 years directly applicable experience in research, strategic and operational planning and/or evaluation in an educational institution.

**Skills/Abilities:** Effective interpersonal and communication skills. Strong analytical and planning skills and demonstrated knowledge of statistical applications. Must be proficient in Microsoft office, using the Internet for research and have the ability to use the college's data management system.

**Reporting Structure:**

Reports to: President

Supervises: Manager of Institutional Research and assessment staff as assigned

**Responsibilities of the Position:**

1. Serve as the Chief Institutional Research officer.
2. Possesses excellent written and oral communication skills.
3. Maintains and submits state/federal mandated reports, (i.e. IPEDS, SURE reports, Institutional Profile), surveys and other requested reports.
4. Directs the institutional planning process and prepares a strategic plan for the college with periodic reports to the Board of Trustees.

5. Manages and coordinates regional and specialized accreditation. Acts as the liaison to the Middle States Association, provides required information on an annual basis, and prepares periodic reports.
6. Keeps Executive Staff apprised of accreditation schedules, issues and of grant opportunities and supports division heads with institutional data needs.
7. Supports instructional program assessment.
8. Works with the college staff to actively seek, research and identify funding sources from corporations, foundations, state and federal agencies.
9. Coordinates the development and submission of all grant applications, grant recordkeeping and reporting.
10. Ability to interpret data and use results to help guide institutional effectiveness.
11. Performs other duties and tasks as assigned by the President.

Position will remain open until filled; however, **preference will be given to application materials received by March 1, 2012.** Candidates should send a letter of application outlining how their qualifications meet the requirements of the position, a current resume, and the names of 3 references to: [employment@salemcc.edu](mailto:employment@salemcc.edu). Please include the title of the position in the Subject Line.

AA/EOE