

**ASSISTANT DIRECTOR FOR RESEARCH AND POLICY STUDIES** - The Assistant Director for Research and Policy Studies reports to the Senior Director for Research and Policy Studies and has the following responsibilities:

1. Performance - Regular Assignments
  - a. Assist in collecting, coordinating, and processing of data submitted by the colleges and all adult education providers in response to periodic or special surveys including log maintenance; leading computerized data submissions; running edit programs; verifying submissions for completeness, accuracy, and consistency; preparing notifications regarding any deficiencies; checking final reports; and preparing mailings/data transfers.
  - b. Perform calculations on manual and computerized data to create tables, charts, and graphs necessary for reports. Prepare brief analysis and reports when necessary.
  - c. Code and document computer programs and retrieve data for requests.
  - d. Assist in the preparation of data reports for state and federal agencies.
  - e. Assist with MIS Manual updates including participating in necessary workshops and training sessions.
  - f. Assist in the data and reporting review process for the ICCB Recognition process and other grant monitoring processes.
  - g. Attend meetings and make oral and written presentations of study results, as necessary.
  - h. Maintain computer inventories and data files used by Policy Studies.
  - i. Other duties as requested by the Senior Director of research and Policy Studies and the Vice President of Adult Education and Institutional Support.

**Minimum Qualifications:**

1. Bachelor degree in an educational or related field with a minimum of two courses in statistics.
2. Two years of educational and/or other research experience.

**Other Desirable Qualifications:**

1. Excellent written and oral communication skills.
2. Experience using programming languages such as SQL or SAS/SPSS.
3. Experience in the community college system.
4. Accuracy and thoroughness.

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Employee	Date	Supervisor	Date
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State Universities Civil Service System Title: Educational Program Evaluation Coordinator