

SENIOR DIRECTOR FOR RESEARCH AND POLICY STUDIES: The Senior Director for Research and Policy Studies reports directly to the Associate Deputy Director for Research and Policy Studies. Responsibilities include:

1. Supervision

- a. Functions: Coordinate Research and Policy Studies Division data collection, information and data generation, research, and reporting.
- b. Staff: Director, Associate Directors, and Assistant Directors for Research and Policy Studies.

2. Performance - Regular Assignments:

- a. Manage schedules and timelines around collection, analysis, and dissemination of data submitted by community colleges and adult education providers.
- b. Oversee data collection procedures for federal IPEDS, WIOA, Perkins, and Adult Education.
- c. Oversee and coordinate the internal preparation of data reports as required for federal, state, and grant reporting. Specifically, manage reporting processes for IPEDS, WIOA, Perkins, and Adult Education.
- d. For Adult Education, coordinate the requirements, inputs, and outputs within DAISI for state and federal accountability reporting.
- e. Responsible for data gathering and reporting on students, faculty, staff, courses, academic programs, and special projects. Modify existing record and data collection systems, as necessary.
- f. Translate data into clear and useable information as part of agency-wide publications.
- g. Coordinate statistic software processes to generate data for requests, tables, analyses, reports, and dashboards.
- h. Oversee the preparation of data submission analysis and background materials for recognition reviews and various grant monitoring visits.
- i. Assist with Illinois Longitudinal Data System processes.
- j. Consult with other ICCB divisions to identify research objectives and assist with data needs.
- k. Assist with the ICCB MIS/Research/ILDS Advisory Committee correspondence and preparation.
- l. Oversee and coordinate the review and revision of the MIS Manual, as necessary.
- m. Coordinate responses to research requests that may require the preparation of short analyses or reports.
- n. Analyze and disseminate data, as requested, on ICCB issues by creating tables, charts, and graphs. Oversee, coordinate and assist with community college economic impact reports and performance reports.
- o. Other duties as assigned by the Associate Deputy Director for Research and Policy Studies.

2. Liaison:

- a. Illinois Association for Institutional Research.
- b. Northern and Central-Southern Illinois Community College Research Groups.
- c. Workforce Innovation and Opportunity Act committees, as needed.

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- d. Illinois Underrepresented Student Groups Report.
- e. Other committees as assigned by the Associate Deputy Director for Research and Policy Studies.

Minimum Qualifications

- 1. Master's degree or baccalaureate degree and two years' experience in an educational field, information technology/computer science, mathematics, social sciences, or related field.
- 2. Seven years' experience in education, with institutional research experience.
- 3. Strong, articulate presentation skills.
- 4. Supervisory experience.

Additional Desirable Qualifications:

- 1. Experience organizing, coordinating, or performing research and planning projects or closely related activities.
- 2. Proficiency in statistics software such as SAS, SQL, SPSS, or STATA.
- 3. Experience in the Illinois Community College System.