

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Director of Institutional Research & Grants

BOT Date: 02/25/1998

Level: ADM06

FLSA Status: Exempt

Class Code: A0603

Adm. Rev: 7/6/09

GENERAL DESCRIPTION

Provides the leadership, coordination and supervision necessary for the development of district-wide research projects. Conducts on-going evaluation of the College's programs and plans. Coordinates data reporting, program planning, vocational education funding and information strategies and systems.

KEY RESPONSIBILITIES

% OF TIME

1.*	Plans, coordinates and supervises internal research projects which focus on program development and evaluation, needs assessment, budget development, enrollment management, market research, institutional effectiveness and student outcomes. Provides oversight of student evaluation of faculty process.	35%
2.*	Coordinates grants development process Collegewide.	25%
3.*	Designs, conducts, analyzes, and reports data using online survey software; trains others in use of online software.	15%
4.*	Coordinates and supervises the preparation of external research projects, and the reporting of data and other information to internal and external agencies. Collaborates with external constituencies.	10%
5.*	Serves as chairperson of HCC Institutional Review Board (IRB). Designs and updates IRB curriculum. Maintains integrity of all IRB records.	5%
6.*	Designs, analyzes, and produces annual HCC Factbook.	5%
7.	Provides ad hoc analyses and reports, as assigned.	5%
8.	Serves on college committees, as assigned.	< 1%
9.	Understands and keeps current with SACS criteria.	< 1%
10.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Master's degree required, preferably in an area relevant to research.	
<i>Experience:</i>	Seven to ten years of prior related work experience required.	
<i>Planning:</i>	Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire college.	
<i>Impact of Actions:</i>	<p><i>Operating Budget and Grant Fund Responsibilities:</i> Has the major controlling/ authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.</p> <p><i>Revenue Generating Impact:</i> Has the major controlling/authorizing influence on decisions affecting the expense/revenue, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of actions.</p>	
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. A high degree of analytical ability and inductive thinking may be required to solve highly intricate, technically complex problems. Must be able to develop new and nonstandard approaches.	
<i>Communications with Others:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. Regular external contacts to carry out organization programs and to explain specialized matters. Requires continuing personal contact with the public.	
<i>Supervision of Others:</i>	Makes recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or campuses of HCC.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level or organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.	
<i>Innovation/ Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several campuses.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	