

INSTITUTIONAL RESEARCH AND ANALYSIS PROGRAM OFFICER (CC)**DEFINITION**

This is highly responsible administrative and staff working in planning, organizing, administering, managing and directing the operations of institutional research in the Community Colleges. Work involves directing, designing, organizing, coordinating, participating in, and evaluating institutional research projects relating to academic program functioning, student, faculty and staff surveys, program unit activity and resource profiles, workload indicators and analyses, institutional and student assessments, ad hoc analytic reports; etc., and directing subordinate staff in the design and conducts of studies, e.g. implementation of computer-based management information systems, coordination of analytic processes which integrate planning and budget processes; and coordinating the integration and systems development relating to information collection and management. Work includes the development of programs, goals and objectives, policies, procedures, and guidelines designed to implement office responsibilities. Work entails considerable contact with senior University executives, administrators, faculty members, and staff as well as with representatives of other institutions and state, federal and private agencies and organizations.

Work requires considerable knowledge of and ability to design and conduct research employing a variety of statistical and analytical methodologies and techniques to data and issues in higher education. Supervision may be exercised over a staff of professional, technical and clerical personnel. Work is performed under the general supervision of the Vice Chancellor for Academic Affairs and is reviewed on the basis of results achieved.

The establishment of the class, Institutional Research and Analysis Program Officer is approved.

Paul C. Yuen
Interim President and Chancellor, Manoa

1/29/93