

ASSOCIATE DEAN-COMMUNITY COLLEGE (INSTITUTIONAL RESEARCH)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President-Westchester Community College, an incumbent of this class conducts and coordinates research studies, surveys, and statistical analyses to support long range planning objectives, and assist the College administration in decision making processes regarding overall goals and objectives. Responsibilities involve overseeing the implementation of a college-wide strategic plan, analyzing the Westchester County job market and demographic trends as they impact the college, and serving on various college committees concerned with innovation and change. Supervision is exercised over a small number of professional and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the completion of numerous regulatory, detailed annual reports (i.e., student demographics, WCC faculty and employees, FTE's, financial data, graduate and library statistics) for submission to the State University of New York and the federal government;

Designs student and faculty surveys, analyzes results and prepares reports on issues such as student reasons for attending the college, their evaluation of college services and the faculty, campus climate, and graduate and transfer studies;

Coordinates and oversees college-wide strategic planning, including the annual review and updating process;

Develops monthly reports comparing the college to the twenty-nine other State University of New York community colleges by using various statistical indicators;

Reviews federal and state legislation and regulations and prepares regulatory compliance reports;

Participates in the preparation of self-studies and periodic review reports regarding the regional accreditation agency (Middle State Association of Colleges and Schools) and the State Department of Education;

Monitors and projects economic and demographic trends as they apply to the college for the preparation of specific reports;

Presents various survey findings and college statistics to the college's Faculty Senate and other college committees;

Prepares special reports for the President, Vice President/Deans and the Board of Trustees on issues such as curriculum/departmental enrollments, transfer, graduate and minority studies, financial reports on FTE's, off campus activities, and other reports as necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures of statistical analysis and methods relating to educational administration; thorough knowledge of federal and state laws and regulations affecting higher education; good knowledge of strategic planning techniques; thorough knowledge of the concepts of program and organizational development and evaluation; good knowledge of business and government; ability to make effective decisions; ability to communicate effectively, both orally and in writing; ability to plan, coordinate and supervise the work of others; sound judgment; tact; initiative; resourcefulness; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Master's Degree* and seven years of administrative experience, including three years in an administrative or supervisory position.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.