

Director, Institutional Research  
Napa Valley College

Direct Link: <https://www.AcademicKeys.com/r?job=259370>

Downloaded On: Aug. 30, 2025 9:14pm

Posted Jul. 7, 2025, set to expire Nov. 6, 2025

**Job Title** Director, Institutional Research

**Department** Research, Planning & Institutional Effectiveness

**Institution** Napa Valley College  
Napa, California

**Date Posted** Jul. 7, 2025

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other  
Administration - Executive

**Job Website** <https://www.schooljobs.com/careers/napavalley/jobs/4994614/director-institutional-research>

**Apply By Email**

**Job Description**

**Salary**

See Position Description

**Location**

Napa, CA

**Job Type**

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Administrative (Full-time)

**Job Number**

2025-00011

**Department**

Research, Planning & Institutional Effectiveness

**Opening Date**

07/02/2025

**Closing Date**

7/30/2025 11:59 PM Pacific

## DESCRIPTION

Napa Valley College is seeking an individual with demonstrated administrative skills to join an outstanding team of faculty, staff, and administrators to provide high quality programs and services to our district, our community, and most importantly, our students.

The Director, Institutional Research, will be working in the Office of Research, Planning and Institutional Effectiveness (RPIE), which is responsible for coordinating institutional planning, accreditation, and program review processes and producing reports to monitor institutional performance relative to established goals. The Director, Institutional Research supports these activities by

- providing data and analysis to inform planning at the institutional and program levels and to monitor institutional effectiveness;

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- offering expertise in effective research practices, including collection and interpretation of qualitative and quantitative data;
- coordinating with college personnel to report data to external agencies and verifying data integrity;
- creating data dashboards to make information accessible to the campus community;
- and promoting a culture of data-/evidence-based decision-making.

The incumbent in this position will be providing leadership for the institution's research efforts; coordinating the extraction, compilation, analysis, and interpretation of data to inform planning and decision-making, support institutional effectiveness, and address accreditation, state, and federal reporting requirements; overseeing the research agenda and ensuring application of appropriate research methodology; supporting institutional and program-level planning processes including program review, student equity, student learning outcomes assessment, and grants; assisting the Dean, Research, Planning, and Institutional Effectiveness with special projects; and providing information and serving as a resource to others.

This position reports to the Dean, Research, Planning, and Institutional Effectiveness.

This is a full-time, 12-months-per-year, classified-administrative position. The salary has an appropriate placement on Range 17 of the current Administrative/Confidential salary schedule. Initial salary placement is \$7,947 to \$8,762/month, with future steps up to \$11,183/month. Placement on the salary schedule is commensurate with experience. The college offers a fringe benefit package including medical, dental, vision, disability and life insurance, employee assistance program, and retirement system membership. The assignment includes 20 paid holidays, 22 vacation days, and 12 days sick leave annually.

### About Napa Valley College

Established in 1942, Napa Valley College (NVC) is one of 116 public community colleges in the California Community College system. NVC serves a diverse community of students by providing a wide range of high-quality educational programs and comprehensive student services, to help students succeed in the education, progress in the workplace, and engage in the civic and cultural life of the community. The College also stimulates the development and growth of the region through its educational, economic, and workforce opportunities, community partnerships and services. NVC is accredited by the Accrediting Commission for Community and Junior Colleges ([ACCJC](#)), an institutional accrediting body recognized by the Council for Higher Education Accreditation ([CHEA](#)) and the U.S. Department of Education. NVC is also designated

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by the U.S. Department of Education as a Hispanic-Serving Institution as it has an enrollment of undergraduate full-time equivalent students that is more than 25 percent.

For more information about NVC, [click here](#). For information about our new campus housing for students AND employees, [click here](#).

## DUTIES AND RESPONSIBILITIES

### Essential Functions:

- Compiles and analyzes institutional effectiveness and student success data (at aggregate and disaggregated levels) for the purpose of monitoring performance, evaluating effectiveness, identifying areas of disproportionate impact, and creating a common understanding of strengths and areas for institutional and program improvement.
- Coordinates inferential and descriptive statistical analyses (e.g., conducts, summarizes, synthesizes, interprets, communicates results, etc.) for the purpose of providing actionable insights to inform strategic planning.
- Coordinates with college personnel to configure, audit, verify, and submit data for state, federal, and accreditation reporting for the purpose of ensuring data integrity and meeting external requirements, including timely submission, accuracy, and compliance with specified guidelines.
- Designs, administers, summarizes, and presents results of surveys for the purpose of providing college personnel with information to improve the student experience and ensuring results are actionable.
- Develops and maintains a data reference guide for the purpose of documenting data sources, capturing efficiencies, and communicating processes to others.
- Develops, maintains, and implements the institutional research agenda for the purpose of meeting internal data requests and external reporting requirements and ensuring timely completion of reports/submissions.
- Manages databases and data dashboards (e.g., creates, organizes, provides training, etc.) for the purpose of making data accessible and encouraging usage among the campus

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community.

- Participates in meetings and workshops for the purpose of facilitating discussions about data, providing technical support, identifying and recommending strategies for improvement, supporting faculty and staff, and serving as a District representative.
- Prepares a wide variety of communication materials (e.g., reports, files, research data warehouse, etc.) for the purpose of conveying information, summarizing results, monitoring performance, and meeting compliance for mandated reporting structures.
- Provides leadership regarding effective institutional research practices for the purpose of promoting a culture of data-driven decision-making.
- Provides support for the development, revision, and implementation of institutional plans, program review, and accreditation-related processes for the purpose of promoting data-informed planning.
- Researches a variety of topics (e.g. research resources, promising practices, regulations, initiatives, etc.) for the purpose of remaining knowledgeable on trends and changes, providing clarification and context, referring college personnel to appropriate resources, identifying areas for improvement in local practices, and making recommendations to increase effectiveness.
- Selects, develops, and applies appropriate research methodology (e.g., quantitative and qualitative design, data extraction/collection, file configuration, statistical analysis, presentation of results, etc.) for the purpose of providing data and information and ensuring sound practices to inform decision-making.
- Serves as the institutional keyholder for federal agencies (e.g., Integrated Postsecondary Education Data System) for the purpose of ensuring compliance with reporting requirements.
- Supervises institutional research staff for the purposes of providing guidance and support while ensuring daily tasks are performed accurately and efficiently.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **JOB REQUIREMENTS**

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## Minimum Qualifications

### Skills, Knowledge and Abilities:

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: organizing, managing, and maintaining datasets; ensuring data accuracy; effectively conveying research findings; planning and managing multiple projects; preparing and maintaining accurate records; applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications.

**KNOWLEDGE** is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles, methodologies, and best practices of institutional research; data analysis techniques; data collection; institutional databases and software; effective communication; and concepts of grammar and punctuation.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating data in a clear and accessible manner; adapting to changing work priorities; meeting deadlines and schedules; working with detailed information; developing and maintaining positive working relationships; and demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.

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### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

### **Experience:**

Job-related experience with increasing levels of responsibility.

### **Education:**

Bachelor's degree in job-related area from an accredited institution.

### **Certificates and Licenses**

Valid CA Driver's License & Evidence of Insurability

### **Clearances**

- Maintains Certificates and/or Licenses
- Criminal Background Clearance
- Tuberculosis Clearance

Title 8, USC, Section 1324-A requires verification of eligibility for employment in the United States.

### **Desirable Qualifications**

- Master's or Doctoral degree from an accredited institution, preferably in education, social science, or a related area;

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- Work experience in higher education;
- At least three years of experience related to the administrative assignment;
- Proficiency in data analysis and statistical software (e.g., SQL, SPSS, Tableau)
- Demonstrated ability to lead complex research projects, manage teams, and oversee the entire research lifecycle, from design to reporting;
- Knowledge and experience with accreditation standards;
- Strong written and verbal communication skills.

## APPLICATION PROCEDURE

**A. Applicants must complete the online application through SchoolJobs.com. All elements of the application, including the education and work experience sections and supplemental questions must be submitted in order for the application to be considered complete. Napa Valley College evaluates candidates based on the information provided in the online application only. Do not attach resumes and cover letters.**

**Internal applicants are still required to submit a complete online application for this position. This includes the submission of transcripts.**

**B. Applicants must attach the following to complete the application process:**

Legible copies of transcripts verifying college work, degrees, and conferral dates (official transcripts required on offer of employment). Transcripts without the degrees and conferral dates will be deemed incomplete.

**Foreign Transcripts:** Napa Valley College requires that individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents. A foreign transcript evaluation is required any time foreign course work is used to meet minimum qualifications and/or salary placement, even if the foreign transcript has previously been accepted by a different college or university in the United States. Foreign transcripts must be



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evaluated by one of the organizations approved by the State of California, Commission on Teacher Credentialing. Please click here (Download PDF reader) for a list of approved organizations.

It is important that your application reflect all of your relevant education and experience. Please note that applications will be rejected if no work experience is listed, or if other required application fields are missing or incomplete. Transcripts are the only attachments allowed so we may verify that the minimum education qualification has been met.

All required application materials must be submitted no later than 11:59 p.m. Pacific Time on the filing deadline. Please do not submit material not requested. Application materials submitted become the property of Napa Valley College and the Office of Human Resources, Training & Development cannot copy, return, or transfer material to other positions. Any expenses incurred in connection with the initial interview will be the responsibility of the candidate. The college will reimburse certain travel expenses associated with second interviews (if applicable), depending on the distance of travel.

The District will not accept materials by e-mail, fax, or mail for this position.

**SPECIAL ACCOMMODATIONS:** If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please contact the Office of Human Resources, Training & Development.

Napa Valley College, an Equal Employment Opportunity Employer, maintains a drug-free workplace and requires that employees abide by that policy. For more information, contact the Office of Human Resources, Training & Development:

2277 Napa-Vallejo Highway

Napa, CA 94558

(707) 256-7100

jobline@napavalley.edu

*For technical support, contact NEOGOV at (855) 524-5627.*

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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