

Institutional Research Associate

Full time (1 FTE), salary and benefits

San Rafael, CA

Salary: \$80,000-\$90,000, depending on experience

Job Description

The Institutional Research Associate provides support to the Chief of Institutional Effectiveness and Research (CIER) and, at the CIER's direction, to other program staff of the college.

The Institutional Research Associate spends approximately 15-20% of their time inside the prison; hours may include up to two evenings a week inside San Quentin. On days inside San Quentin, this job involves up to three miles of walking a day on uneven terrain and some lifting. Other work can be completed remotely or in the Mount Tamalpais College office in San Rafael.

Successful candidates will be highly organized and detail oriented. In addition, they will enjoy the process of gathering data, preparing it to be used to improve the college, and then disseminating results to MTC students, staff, and faculty.

Duties include:

- Managing the ongoing assessment of MTC's college-wide student learning outcomes, including managing the administration of signature assignments in MTC courses each semester and coordinating review of assignment artifacts by faculty and academic staff
- Administering student and faculty surveys across the college (e.g., course and instructor evaluations, student surveys, workshop evaluations, tutoring surveys, tutoring logs, instructor assessments of student readiness)
- Entering and analyzing survey data, as well as supervising data collection and entry by other staff members, volunteers, or students
- Revising feedback surveys (e.g., course and instructor evaluations, etc.) based on input from the Academic and Student Affairs Team
- Preparing presentations and/or written summaries of survey results for staff, students, faculty, MTC's board, and donors
- Facilitating meetings with Academic and Student Affairs staff to discuss survey or other research results and develop an improvement plan based on the findings, as needed or requested

- Communicating key findings to MTC's Advancement Team for the purpose of sharing findings with a wider audience
- Documenting implementation of program improvement plans to include in accreditation reporting
- Supporting other areas of assessment as needed
- Participate in virtual and in-person IER team, Academic and Student Affairs team, and all-staff meetings

Key success factors

- Associate degree at minimum
- Outstanding communication skills (written, verbal, presentation, etc.)
- Meticulous attention to detail
- Comfort with taking on repetitive tasks (e.g., data entry, scanning student work for assessment)
- Experience working with diverse and underserved student populations
- Strong empathy and relationship-building skills
- Ability to manage multiple competing priorities under tight deadlines
- Strong organizational and time management skills; detail-orientation and capacity to multitask
- Commitment to fostering a collegial and collaborative work environment
- Ability to communicate effectively with diverse constituents, including students, faculty, staff colleagues, prison staff and administrators, donors, and others
- Strong sense of personal responsibility and exceptionally self-motivated
- Computer skills (MS Office Suite with strong emphasis on Excel, Google Docs, Sheets, Groups, Slides, and Calendar, Salesforce CRM, etc.)
- Ability to practice sound judgment and discretion while adhering to institutional policies

Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to apply

Please submit your cover letter and resume to rrucker.ext@mttamcollege.edu with “Institutional Research Associate” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Statement of non-discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.