

**DIRECTOR OF RESEARCH**  
**The Pennsylvania Commission for Community Colleges**

The Pennsylvania Commission for Community Colleges is a nonprofit, volunteer membership association and the primary advocate for Pennsylvania's 15 community colleges. Based in Harrisburg, PA, its members include the college presidents, members of the colleges' boards of trustees and key college administrators. The Commission provides leadership on issues affecting the colleges and represents the collective needs, vision and values of the colleges to state and federal policymakers.

The Commission also assists the colleges in developing positions on their areas of concern, acts as a liaison and facilitator to share information, and coordinates data collection on a statewide level to support the colleges' advocacy efforts.

The Commission is seeking a full-time Director of Research to plan, organize and conduct research for use in aiding the understanding of community college institutional needs, determining the impact of public policy decision on community colleges and their students, and preparing data for both internal and external dissemination. The ideal candidate will have minimum of three years of professional experience in the research, design analysis, and presentation and dissemination of data, as well as experience in designing and maintaining data repositories and databases. The candidate should possess interpersonal skills necessary to effectively interact with community college leadership, elected and appointed governmental officials, and other key stakeholders and must possess the ability to manage multiple priorities and deadlines.

This position has the potential for up to a 40 percent remote work with in-office and in-person meetings as required.

PACCC employee benefits include health, dental and vision coverage, life insurance, an employer matched retirement plan and a generous leave policy. To be considered, please submit a cover letter, resume, and salary requirements to [pcccsearch@gmail.com](mailto:pcccsearch@gmail.com).

The Pennsylvania Commission for Community Colleges is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, national or ethnic origin, color, religion, sex, sexual orientation, gender identity or expression, marital status, age, disability, citizenship, or veteran status.

**Minimum Qualifications & Experience**

- Commitment to the mission of public higher education, community colleges and to the achievement of equitable outcomes in student success and college credential attainment.
- Bachelor's degree in economics, statistics, public policy or related area with relevant education in statistics and/or quantitative research methods. Master's degree preferred.
- Proficient with Windows and MS Office Suite (Outlook, PowerPoint, Word, and Excel).
- Ability to work independently with minimal supervision.

**Working conditions**

The Commission is a small office-based organization with 4 full-time employees and flexible and remote working options. Dress is business casual to professional depending upon occasion. The noise level in the work environment is usually quiet to moderate. This position will require occasional travel within Pennsylvania.

**Physical requirements**

The physical demands are typical of an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

**Application deadline January 15, 2022**

For more information about the PA Commission for Community Colleges, visit [www.pacommunitycolleges.org](http://www.pacommunitycolleges.org)