



## **Director of Institutional Research**

### **Summary**

The Director of Institutional Research is responsible for the development, implementation and management of a comprehensive institutional research and assessment program to support the University's mission, and strategic goals. Responsible for collecting, analyzing, and disseminating a wide range of data related to the University's academic and business operations, the Director of IR will provide a centralized resource for current information about the University.

### **Essential Functions**

The Director of Institutional Research provides leadership for institutional effectiveness, research; strategic, tactical and operational planning; assessment; accreditation; institutional and organizational effectiveness; and student learning outcomes. This position's reports assist campus leadership in the formulation of issues, analysis of trends, and the understanding of outcomes as well as contribute to the strategic planning, evaluation, and development of institutional policy.

The Director of Institutional Research plays a critical role linking planning, budget, and assessment institutionally and provides information and analysis impacting students, budgets, research activity, human resources, financial analysis, strategic planning, policy formulation, and enrollment management. The position is responsible for monitoring institutional effectiveness and improvement including regional and professional accreditation; program reviews; learning outcomes assessments; and student satisfactory surveys.

The position is also responsible for data analysis including systemic analysis of data to support decision-making, preparation of standard reports, as well as the design, development, and implementation of an interactive data reporting system. The position provides relevant, timely and accurate information to the administration and faculty in support of the program review, planning, budgeting and decision-making process at the University.

### **Specific Responsibilities:**

- Develops methods for gathering, tracking, and maintaining information; facilitates institutional research activities in the management, analysis, interpretation, and reporting of various data and information used internally in institutional planning and assessment, including those associated with student success, enrollment forecasting, and institutional effectiveness at all levels. Designs and conducts research projects of importance and interest to the campus community and disseminates through various venues, including but not limited to, an IR website. Fulfills data and informational needs to support strategic and institutional planning efforts and decision making at multiple levels of the institution's organizational structure.
- Develops and coordinates university-wide systems of academic and service area program reviews; provides orientation and support to departments in designing program reviews; and delivers monitoring reports to administrators and Board members, as assigned;

- Provides leadership and direction for the design, development, and maintenance of a system of longitudinal data bases to assist in planning. Consults with Information Technology Services to design and implement data warehousing capability. Consults with Information Technology Services in developing and maintaining database solutions and implementation of new information technologies in support of institutional research needs.
- Compiles, analyzes, and disseminates quantitative data on facets of the university and related educational issues, including areas such as institutional characteristics, enrollments, student retention, student transfer activities, enrollment projections, grades, other student performance indicators and fiscal affairs;
- Designs, develops and maintains an IR Web site to publish institutional data for the general public and for internal campus communities, including but not limited to, the University Fact Book.
- Drafts correspondence, presentations, position papers, high level reports, and action memoranda for the President, other officers, and the Board of Governors; provides data/analytical support for program review, accreditation, prioritization, enrollment management, etc.; communicates routinely with University administration, faculty, and staff regarding the monitoring of performance indicators and progress on meeting strategic goals; and routinely provides academic departments with data for academic program review and resource monitoring.
- Supervises the creation, administering, and reporting of institutional surveys, evaluations, and assessments, including CCSSE, CFSSE, SENSE, SSI, Graduate and employer surveys;
- Coordinates and conducts training for the program review and outcomes assessment database and other areas where the IR Office has developed instrumental tools for internal departments or external agencies;
- Serves as administrative staff resource for faculty-based assessment efforts in curriculum development and student learning outcomes. Interprets institutional data, e.g., enrollment, retention, transfer, alumni, academic assessment and other related data, to advise departments, University administration, or Governing Board members;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

#### **Minimum Education, Skills and Abilities**

- Masters degree required, doctorate preferred, from an accredited institution with a focus in management information systems, social science, higher education, or public administration, or a related field that includes statistical analysis and/or research methodology.
- Three (3) years experience (five years preferred) of increasing complexity in higher education, institutional research, program evaluation, and campus planning, or a demonstrated record of comparable professional experience.
- Demonstrated expertise in managing large data bases and using database management software to query and manipulate data. Experience with Banner is preferred.
- Demonstrated experience in assuring integrity in analysis and reporting, including the ability to analyze complex data sets, identify and troubleshoot data integrity issues within the system, and clean extracted data.

- Demonstrated ability to communicate clearly, effectively, and professionally both orally and in writing, with evidence of success in explaining, presenting, and interpreting data, including producing written reports and making presentations to a variety of audiences.
- Demonstrated ability to work collaboratively and collegially as a member of cross-unit and multi-purpose teams or committees made up of multiple constituents and to lead groups of colleagues as needed.
- Ability to work effectively and professionally with faculty, staff, and administrators.
- Demonstrated ability to supervise staff.

Interested applicants can send a cover letter and a copy of their latest résumé (both in PDF format) to [recruitment@habib.edu.pk](mailto:recruitment@habib.edu.pk)

Habib University is an Equal Opportunity Employer