



Job Description

Position Title	Assistant Manager, Institutional Research
Job Grade	M3
Department	Office of Institutional Research
Reporting To	Director, Institutional Research
Date	May, 2016
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible for compiling data and conducting statistical research analyses for various departments and assist in strategic planning. He/she will assist by developing research protocols, gathering data, and managing databases, analyzing data and presenting research results in numerical and graphic formats.

DUTIES AND RESPONSIBILITIES

- ✓ Performing institutional research and evaluation activities and providing technical assistance to Office of President in the area of institutional effectiveness.
- ✓ Managing coordination of data collection, including quantitative and qualitative data, from various departments and conduct statistical analysis, working with research databases and other appropriate data sources.
- ✓ Assisting/leading, planning and providing assistance with educational research, trend analysis and student enrollment/graduation analysis and maintaining archival research information.
- ✓ Checking and maintaining data integrity and assisting with data validation.
- ✓ Conducting internal and external research to gather data and accomplish objectives.
- ✓ Preparing and revising reports with accompanying tabular, graphic, and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions for college and matriculation research and evaluation
- ✓ Communicating findings to university staff and other stakeholders.
- ✓ Facilitating the preparation of specialized reports such as compliance and accreditation

REQUIRED JOB SPECIFICATIONS

Required Qualification	<p>Knowledge, Skill & Competencies</p> <ul style="list-style-type: none"> ✓ Good knowledge in mix methods of research – quantitate and qualitative. ✓ Familiarity with descriptive and inferential statistical procedures. ✓ Knowledge of statistical and data management packages such as Excel, SPSS, STATA, Eviews, R Language (any two) ✓ Good report/proposal writing skills. ✓ Good writing and oral communication skills for a variety of audiences. ✓ Ability to work in teams / with departments. <p>Educational Requirements</p> <ul style="list-style-type: none"> ✓ Bachelor's degree in the social sciences, statistics, business administration, or education. Coursework must include research methods and statistics. (masters preferred) ✓ Any certifications in methods of research, econometrics, survey design, sampling techniques, descriptive or inferential statistics will be an added advantage.
Required Experience	At least 1.5 to 2 years of experience in research and evaluation, data analysis, statistics or other similar areas. Candidates may be asked to demonstrate the aforementioned competencies either via previous writing samples or a writing prompt during the interview or both.

	Candidates with no research experience are also encouraged to apply provided they can successfully demonstrate research and quantitative aptitude.
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Report Writing	High
2.	Data Analysis	High
3.	Quantitative and Qualitative Research	High
4.	Presentation Skills	High