Job Description

Position Title	Deputy Manager
Department	Office of Institutional Research
Reporting To	Assistant Director, Institutional Research
Date	September 2017
Type of Position	Full Time

POSITION DESCRIPTION

Office of Institutional Research (IR) is responsible for generating information and analysis required for effective decision making about Habib University's policy and program development and implementation. OIR closely works with academic and administrative units of HU to collect, collate and analyze information for institutional effectiveness.

In this role, the incumbent will be responsible for collecting and analyzing internal and external data for a variety of projects including benchmarking and competitor tracking, identifying key trends related to higher education and student success; analyzing assessment and evaluation data.

DUTIES AND RESPONSIBILITIES

- ✓ Initiating, coordinating and leading data collection and analysis for a variety of projects supporting University initiatives.
- ✓ Planning, coordinating and conducting end-of-semester student evaluations and of other academic initiatives as required.
- ✓ Providing research support to academic departments and programs by designing appropriate data collection instruments and analysis plan, both quantitative and qualitative in nature.
- ✓ Providing assistance to university administrators for benchmarking and competitor tracking, identifying key trends related to higher education and student success.
- ✓ Analyzing assessment and evaluation data, providing assistance with administration when required
- ✓ Independently planning and leading research studies with key HU stakeholders (students, faculty, staff and parents) to generate data collection through surveys and focus groups.
- ✓ Developing expertise in the educational and learning management systems used at Habib University to support IR in research.
- ✓ Actively contributing to strategic and work planning discussions of the unit.
- ✓ Contributing to development and implementation of IR's research dissemination plan.
- ✓ Managing and supervising a small team of data collectors and researchers.
- ✓ Ensuring data confidentiality and data integrity for all institutional and strategic decisions.
- ✓ Representing IR on task forces and University level committees as required.
- ✓ Maintaining data integrity and synthesizing data and information from a variety of sources, analyzing trends to uncover insights, identifying opportunities, drawing sound conclusions, and developing actionable recommendations.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Master's degree in Education, Social Sciences, Statistics or a related discipline. ✓ Training/certification or prior experience in a specific field of research (such as marketing, quantitative, evaluation or ethnographic research).

Required Experience	✓ At least 3-4 years of experience of working in higher education institution and/or educational organization; ✓ Experience with data collection, management and analysis; ✓ Demonstrated ability to maintain data integrity; ✓ Experience and proficiency in designing and using multiple instruments of data collection and analysis; ✓ Familiarity with data warehousing; and analysis tools such as MS Access, SPSS, and Excel; ✓ Project management experience.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Quantitative and qualitative data analysis skills	High
2.	Communication skills: written, oral, presentation and interpersonal	High
3.	Time management and ability to meet deadlines	High
4.	Supervisory skills	Medium
5.	Ability to work in teams and coordinate	High
6.	Analytical and critical thinking skills	High
7.	Strategic planning and organizational decision-making	High
8.	Report Writing and presentation	High