## Job Description

| Position Title | Director, Institutional Research |
|---|---|
| Department | Office of Institutional Research |
| Reporting To | Vice President Institutional Effectiveness and Dean Student Affairs |
| Date | January, 2017 |
| Type of Position | Full Time |

**POSITION DESCRIPTION**

The Director of Institutional Research will be 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 will provide a centralized resource for current information about the University.

**DUTIES AND RESPONSIBILITIES**

- ✓ Providing leadership for institutional effectiveness, research; strategic, tactical and operational planning; assessment; accreditation; institutional and organizational effectiveness; and student learning outcomes.
- ✓ Developing reports to assist campus leadership in the formulation of issues, analysis of trends, and the understanding of outcomes as well as contributing to the strategic planning, evaluation, and development of institutional policy.
- ✓ Analyzing data to support decision-making and preparation of standard reports.
- ✓ Providing 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.
- ✓ Facilitating 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.
- ✓ Designing and conducting research projects of importance and interest to the campus community and disseminating through various venues, including but not limited to, an IR website.
- ✓ Fulfilling data and informational needs to support strategic and institutional planning efforts and decision making at multiple levels of the institution's organizational structure.
- ✓ Developing and coordinating university-wide systems of academic and service area program reviews; providing orientation and support to departments in designing program reviews; and delivering monitoring reports to administrators and Board members.
- ✓ Providing leadership and direction for the design, development, and maintenance of a system of longitudinal data bases to assist in planning.
- ✓ Consulting with Information Technology Services to design and implement data warehousing capability, and for developing and maintaining database solutions and implementation of new information technologies in support of institutional research needs.
- ✓ Compiling, analyzing, and disseminating 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.
- ✓ Communicating routinely with University administration, faculty, and staff regarding the monitoring of performance indicators and progress on meeting strategic goals; and routinely providing academic departments with data for academic program review and resource monitoring.

| | ✓ Maintaining confidentiality of information exposed in the course of business, in matters pertaining to the university. |
|---|---|

## REQUIRED JOB SPECIFICATIONS

| | |
|---|---|
| Required Qualification | ✓ 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. |
| Required Experience | ✓ 3 years' experience (five years preferred) of institutional research, program evaluation, and campus planning, or a demonstrated record of comparable professional experience.<br>✓ Demonstrated expertise in managing large data bases and using database management software to query and handle data. Experience with Banner is preferred.<br>✓ 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. |

## REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

| S# | Competency | Criticality (High / Low / Medium) |
|---|---|---|
| 1. | Quantitative and qualitative data analysis and interpretation skills | High |
| 2. | Communication skills: written, oral, presentation and interpersonal | High |
| 3. | Collaboration and working across teams | High |