



Job Description

Position Title	Senior Manager
Department	Institutional Research
Reporting To	Assistant Director, Institutional Research
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 candidate will be responsible for research and analysis of internal and external data for projects including benchmarking and competitor tracking, identifying key trends related to higher education and student success. Moreover, creating mechanisms for historical trend's analysis, data warehousing and big data analytics will be required.

DUTIES AND RESPONSIBILITIES

- ✓ Plan, initiate, coordinate and lead data collection for a variety of projects supporting University initiatives. Analyze data, write reports, and develop visual presentations for different audiences.
- ✓ Provide research support to academic departments and programs by designing appropriate data collection instruments and analysis plan, both quantitative and qualitative in nature.
- ✓ Lead the development and operationalizing of HU's data warehousing and data mining for strategic initiatives.
- ✓ Organize big data and ensure valid and useful parameters for predictive analysis.
- ✓ Develop expertise in the educational and learning management systems used at Habib University to support IR in research.
- ✓ Actively get involved in development and implementation of IR's research dissemination plan.
- ✓ Understand and analyze trends in higher education both within the country and abroad.

Management and administrative

- ✓ Manage and supervise a small team of institutional researchers.
- ✓ Actively contribute to strategic and work planning discussions of the unit.
- ✓ Coordinate and communicate with faculty staff students and other key stake holders to plan, disseminate research studies and findings related to academic initiatives (end-of-semester student evaluations, exit surveys, employer surveys)
- ✓ Ensure data confidentiality and data integrity for all institutional and strategic decisions.
- ✓ Represent IR on task forces and University level committees as required.

We seek candidates who are able to demonstrate experience and ability to advance Habib University's mission. Attention to detail and excellent interpersonal skills are necessary. Excellent written and oral communication skills and data analysis expertise are essential. A commitment to excel in a collaborative team environment is required. Women and minorities are encouraged to apply.

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REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ Master's degree in Education, Statistics or a related discipline. MIS, Data Architecture or qualifications relevant to big data analytics; ✓ Demonstrated ability to analyze complex data sets, identify and troubleshoot data integrity issues within the system, and clean extracted data; ✓ Demonstrated ability to use statistical analysis and software packages for data management and analysis such as SPSS, STATA, etc. ✓ Familiarity with online survey tools like Survey Monkey, Qualtrics, and Drupal; ✓ Familiarity with data systems used in higher education.
Required Experience	<ul style="list-style-type: none"> ✓ At least 5-7 years of experience of working in a managerial position in higher education institution and/or educational organization; ✓ Experience with data collection, management, analysis, and reporting; ✓ Excellent analytical and critical thinking skills; ✓ Understanding of strategic planning and organizational decision-making; ✓ Demonstrated ability to maintain data integrity; ✓ Experience and proficiency in designing and using multiple strands of data management systems; ✓ Excellent report writing and presentation skills; and ✓ Project management experience.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
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.	Project management skills	High
5.	Ability to work in teams and coordinate	High

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