



Job Description- Assistant Director, Institutional Research

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| Position Title | Assistant Director, Institutional Research |
| Department | Office of Institutional Research (OIR) |
| Reporting To | Vice President, Office of Strategic Advancement and Institutional Development (OSAID) |
| Type of Position | Full Time |

POSITION DESCRIPTION

The Assistant Director, Institutional Research leads the day-to-day and strategic operations of the OIR. The role is responsible for the ingestion, quality, and integration of institutional data across all contributing departments; overseeing linkages between departmental systems and the central data warehouse; and developing analytics and tracking frameworks that enable evidence-based monitoring of the student experience. The Assistant Director coordinates with academic departments, the Registrar, Student Affairs, IT, and other data-generating units to ensure the integrity, completeness, and accessibility of institutional data.

DUTIES AND RESPONSIBILITIES

Central Data Repository Management

- Oversee the University's central institutional data repository as the credible source of record for all institutional data.
- Establish and maintain data catalogues, data dictionaries, and documentation standards to ensure data is consistently structured and readily interpretable.
- Monitor data completeness and currency, proactively identifying and resolving gaps or inconsistencies.
- Enforce data standards and naming conventions across all contributing units to ensure comparability and reliability over time.

Departmental Data Integration & Coordination

- Coordinate with all departments and academic units that collect student and faculty data to ensure systematic submission to central systems.
- Develop and manage structured data submission processes, templates, and timelines, reducing inconsistency and manual handling.
- Serve as the primary contact for departmental data coordinators, providing guidance, training, and troubleshooting to ensure compliance with submission requirements.
- Build a culture of data ownership across departments through capacity-building in data literacy and reporting.

Systems Integration & Data Warehouse Oversight

- Manage operational linkages between departmental systems and the central data warehouse, ensuring data flows are reliable, timely, and accurate.
- Work with IT to design, document, and maintain data pipelines and integration workflows supporting OIR reporting and analytics.
- Contribute to the ongoing development of data warehouse architecture and ensure all feeder systems are mapped, documented, and aligned with governance standards.

Student Experience Tracking & Analytics

- Design and maintain tracking frameworks that monitor the student experience across the full academic lifecycle — from pre-enrollment through progression, retention, academic performance, and graduation.
- Develop dashboards and reports providing academic leadership and student support teams with actionable insights into engagement, at-risk indicators, cohort progression, and outcomes.



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- Produce regular analytics covering course engagement, assessment performance, feedback patterns, attendance, and academic standing.

Academic Performance & Faculty Data Analytics

- Develop and maintain analytics related to faculty activity, course delivery patterns, teaching loads, and academic staffing in coordination with HR and academic offices.
- Support analysis of assessment and grading data at program and institutional levels, contributing to academic quality review, workforce planning, and accreditation processes.

Institutional Reporting & Quality Analysis

- Lead preparation and delivery of institutional research reports for academic leadership, governance bodies, and planning committees.
- Support external reporting obligations including accreditation-related data requests.
- Conduct ad hoc analytical projects as directed by the Vice President or academic leadership.

Data Governance & Quality Assurance

- Support the implementation and operation of the University's data governance framework, including data stewardship, access controls, and quality standards.
- Maintain governance documentation to support audit and accountability requirements.
- Liaise with IT to ensure institutional data handling complies with data privacy requirements and university policy.

REQUIRED JOB SPECIFICATIONS

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| Required Qualification | <ul style="list-style-type: none"> • Master’s degree in Data Analytics, Information Systems, Educational Research, Statistics, Higher Education Administration, or a closely related field. Equivalent demonstrated professional experience will be considered. |
| Required Experience | <ul style="list-style-type: none"> • Minimum 6–8 years of progressive experience in institutional research, data management, or analytics in a higher education or research-intensive environment. • Demonstrated experience coordinating institutional data across multiple systems and departments. • Proven ability to develop analytics dashboards and institutional reports for senior leadership. • Experience with student information systems (e.g., PeopleSoft), LMS platforms (e.g., Canvas), and BI tools (e.g., Power BI) preferred. • Familiarity with data governance frameworks and data quality assurance methodologies. |

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

| <i>S#</i> | <i>Competency</i> | <i>Criticality (High / Low / Medium)</i> |
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| 1. | Analytical and Data Management Skills | High |
| 2. | Data Analysis and Visualization | High |
| 3. | Interpersonal and Communication Skills | High |
| 5. | Team Management | Medium |