

DIRECTOR OF INSTITUTIONAL RESEARCH

GENERAL STATEMENT:

Provides leadership of institutional research and analysis activities of the college in support of initiatives and activities related to institutional effectiveness, strategic planning, external reporting, and accreditation.

REPORTS TO:

Assistant Vice President of Instruction for Academic Education and Institutional Planning

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in social science research, computer science technology or related field. Doctorate preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years experience working in an institutional research office at an institution of higher education. Experience in a community college setting is preferred. Demonstrated skills in oral and written communication and human relations skills required. Must have the ability to relate to and work with a diverse group of individuals.

OTHER:

Knowledge of institutional research, outcomes assessment, statistics, computer statistical packages, and research methods. Possess management and leadership ability skills necessary to effectively direct a comprehensive institutional research program.

DUTIES AND RESPONSIBILITIES:

- Assist the College's administration, faculty, and staff in designing and implementing a plan to assess institutional effectiveness.
- Provide longitudinal data collection and analysis.
- Maintain historical files of statistical information.
- Prepare an annual institutional fact book both in print and online.
- Develop and implement a calendar of periodic reports to the administration and others, as appropriate.
- Prepare regular reports on enrollment, retention, class sizes, teaching loads, cost analyses, etc.
- As requested, assist the College personnel in the collection and analysis of assessment data related to student learning and development.
- As requested, provide support for program review and unit planning.
- As requested, consult on research design for various areas of the College.

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- Coordinate the administration of internal surveys.
- Oversee the development, maintenance, and integrity of the campus institutional data warehouse, including development of data field definitions and data standards.
- Provide research and analysis in support of the institution's strategic plan, which includes the following areas: academics and enrollment management, staffing, finances and budgeting, buildings and grounds, alumni relations, student life, athletics, and other operations.
- Assist in the development and tracking of benchmarked strategic indicators.
- Conduct special studies as requested by the administration.
- Coordinate and prepare required reports for federal, state, and external agencies.
- Assist in the preparation of budgets under the administrative function of the office.
- Supervise institutional research associate and other personnel as may be assigned.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 08/29/07

JD161