

## **COORDINATOR OF INSTITUTIONAL RESEARCH**

### **GENERAL STATEMENT:**

This position is responsible for a wide range of data collection and reporting activities related to developing and implementing comprehensive research activities for use in institutional effectiveness, institutional strategic planning, internal and external reporting, and accreditation activities.

### **REPORTS TO:**

Director of Strategic Planning, Effectiveness, and Accreditation

### **OCCUPATIONAL GROUP:**

Professional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree required. Master's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years experience working at an institution of higher education, specifically related to computer management information systems. Experience in a community college setting or institutional research office is preferred. Must have the ability to relate to and work with a diverse group of individuals.

#### **OTHER:**

Knowledge of computer statistical packages, relational databases, ERP software models, DB2, and SQL Server preferred. Must possess strong management and leadership ability skills necessary to effectively manage IR staff and direct a comprehensive institutional research program preferred.

#### **DUTIES AND RESPONSIBILITIES:**

- Manage a viable research approach in developing and implementing research, planning and institutional effectiveness related projects
- Manage the assessment of outcomes related to institutional research, while working closely with academic and workforce units to collect and analyze student learning outcomes data.
- As requested by faculty, staff and administrators, assist in the design, collection and analysis of assessment data related to student learning and development.
- Provide on-going training on student learning outcomes as needed.
- Collect, analyze, and interpret a broad range of information in support of executive level policy decisions using various software programs including SPSS, MS Excel, SQL and other reporting software as necessary.
- Responsible for mandatory reports to the US Department of Education (IPEDS), Texas Higher Education Coordinating Board, the Texas Legislative Budget Board, accrediting agencies, and other outside agencies and entities.
- Oversee data collection, compilation and submission of numerous external College marketing surveys (US News and World Report, Peterson's College Board, etc.).
- Manage responses to recurring and ad hoc information requests from college executive, academic, and administrative offices.
- Provide research and analysis in support of the institution's strategic plan, including, but not limited to the development and tracking of benchmarked strategic indicators.
- Oversee the development, maintenance, and integrity of the campus institutional data warehouse, including development of data field definitions and data standards.
- Maintain historical files of statistical information.
- Oversee the administration, design, collection and reporting of all internal surveys using OMR and Online Software programs

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- Prepare regular reports on enrollment, retention, class sizes, teaching loads, cost analyses, etc.
- Conduct special studies as requested by the president and administration, and consult on research design for various areas of the College.
- Routinely provide customer service assistance by telephone, email, and one-on-one end-user support to administrators, faculty, and staff at all levels pertaining to research and assessment.
- Manage and chair the faculty evaluation committee including the design and collection of evaluation instruments and oversee all correspondence related to evaluating every class every semester as required by House Bill 2504.
- Actively provide guidance and support to the Core Curriculum committee in reviewing student learning outcomes as related to accreditation.
- Must provide continuous support to the Director of Strategic Planning, Effectiveness, and Accreditation.
- Manage reporting strategies for the electronic submission of faculty credentials for the Southern Association of Colleges and Schools (SACS) accreditation.
- Provide support and assistance on the layout, design and publishing of the compliance of the principles of accreditation for SACS accreditation.
- Prepare and manage budgets under the administrative function of the IR office.
- Supervise senior research analyst, institutional research associate, student employees, and other personnel as may be assigned.
- Manage and oversee the IR and assessment website.
- Must effectively manage multiple projects, set priorities, meet deadlines, work independently as well as collaboratively in a team-based approach in developing and implementing research, planning and institutional effectiveness related projects specifically related to reporting and outcome of results
- Supervise the Institutional Research Associate and the Senior Research Analyst.
- Must be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties as assigned to maintain operations and services as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- 30% travel required, in and out-of-state travel and overnight stay required

*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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

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*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 1/9/14*