



## JOB DESCRIPTION

**Position:** Director of Institutional Research

**Reports to:** Provost/Dean of Faculty

**Department:** Academic Affairs

**FLSA Status:** Exempt

### Basic Responsibilities:

- A. Collaborates with key campus constituents to support institutional research and assessment efforts at the College;
- B. Develops and analyzes data for the Executive Officers and other members of the College to support institutional and strategic planning;
- C. Supports and contributes to the decision making processes of the College in such areas as data analysis, outcomes and learning assessment, faculty and student surveys, and accreditation;
- D. Designs and completes required reports and surveys and provides information for external groups.

### Specific Responsibilities:

- A. Collaborates with key campus constituents to support institutional research and assessment efforts at the College.
  - a. Communicates knowledge and understanding of quantitative institutional history for college planning at all levels.
  - b. Assists in the preparation for the college's strategic plan.
  - c. Supports faculty in the design and execution of surveys and other evaluation instruments in support of assessment efforts.
  - d. Interprets and compiles statistics on faculty composition, compensation, degrees, FTE, student/faculty ratio, etc.
- B. Develops and analyzes data for the Executive Officers and other members of the College to support institutional and strategic planning;
  - a. Coordinates and responds to data requests from the college community.
  - b. Conducts comprehensive studies on targeted topics such as recruitment, retention, and completion as requested by administration;
  - c. Collaborates on the development of both short-term and long-term goals/objectives necessary to address recommendations of various accreditation agencies.
- C. Supports and contributes to the decision making processes of the College in such areas as data analysis, outcomes and learning assessment, faculty and student surveys, and accreditation;
  - a. Develops and implements surveys and analyzes data as needed to support college planning, assessment or other activities;
  - b. Assists academic chairs and departments in regard to department reviews, position requests, grant proposals, etc.
  - c. Supports and, as necessary, serves on college committees.
  - d. Provides presentations and reports as needed for the Provost, other officers, and the Board of Trustees.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- D. Designs and completes required reports and surveys and provides information for external groups.
- a. Ensures the integrity and consistency of institutional data.
  - b. Acts as data manager, IPEDS Key holder and primary contact person for institutional research.
  - c. Assists with regional and program accreditation efforts.
  - d. Prepares and publish college's online Fact Book.
  - e. Develops and maintain database systems adequate to support the IR function.
  - f. Posts all relevant institutional data to the IR portal.

**Qualifications:**

- Master's degree, preferably in statistics or related social science field
- Three years' experience in institutional research or related area
- Comprehensive knowledge of statistical methods and statistical applications such as SPSS and Excel
- Excellent oral and written communication skills, organizational and interpersonal skills.
- Highest levels of confidentiality and professionalism.
- Ability to effectively interpret, explain, and present information and respond to questions from a variety of audiences, including external constituents as well as faculty, deans, college officers and the Board of Trustees.

**Physical Characteristics:**

- This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

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