Director of Institutional Research and Assessment

Department: Institutional Research
FLSA Status: Exempt
Grade/Level: N/A
Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 12 months; Evenings and weekends as required.

Job Status: 1.0 FTE
Reports To: Exec Dir of IR & Registrar
Amount of Travel Required: up to 10%
Positions Supervised: N/A

POSITION SUMMARY:

Manages day-to-day operations and resources of the Institutional Research (IR) unit within the Office of the Registrar-Institutional Research, which is responsible for coordinating a comprehensive program of IR supporting college-wide planning, assessment, research initiatives, data governance and accreditation. In addition, collects, analyzes, and reports a wide variety of institutional data for use by key stakeholders to include the president and all campus divisions.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more “major life activities” to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Oversees the College’s external reporting, internal reporting and analysis in support of institutional assessment, planning, and decision-making;
- Contributes to the college-wide integration of meaningful assessment processes and practices in support of student learning and institutional effectiveness;
- Coordinates the administration and utilization of all institution-wide surveys and studies related to institutional assessment (e.g., NSSE, HEDS) ;
- Serves as central resource for institutional data and a key partner in the development and monitoring of strategic indicators;
- Advises the President and senior staff on data needs for planning and evaluation purposes and on developments in the external environment that have a bearing on the institution’s mission, goals, and initiatives;
- Assists in developing and overseeing the college assessment of student learning, in collaboration with the divisional deans and Vice President for Academic Affairs/Dean of the Faculty, the Institutional Effectiveness Committee, and individual academic departments and programs;
- Coordinates assessment planning and implementation with administrative departments relating to administrative effectiveness
- Assesses institutional outcomes and contributes to reporting for SACS accreditation in coordination with the academic assessment faculty coordinator and VPAA;
- Collaborates with the Executive Director of IR/Registrar to reduce and prevent data duplication in Colleague;

- Consults and/or collaborates with faculty and staff, departments, offices, and or programs (instructional and non-instructional) to include: routine or special projects to develop and design tools for data collection; survey administration; and summarization of the findings;
- Compiles, collects, organizes, enters, computes, analyzes, interprets, and verifies accuracy and completeness of data used to include: generating reports, charts, graphs; providing recommendations, information and/or data for decision-making, planning and institutional effectiveness;
- Assigns surveys and IR-related tasks to the Institutional Research Specialist and the Data Management Specialist to promote productivity;
- Completes confidential faculty/staff reporting for AAUP and IPEDS;
- Prepares and submits external reports on a timely basis to include, but not limited to: IPEDS, ICUT, and HEDS;
- Responds to internal and external surveys, reports and analysis requests and to ad hoc inquiries;
- Manages the course evaluation process in coordination with the Data Management Specialist.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Develops and updates the college's statistical profile (i.e., fact book);
- Maintains the college's web presence for the areas of Institutional Research and Effectiveness, Accreditation, College Assessment, and Higher Education Opportunity Act (HEOA) Consumer Information;
- Other duties as assigned within the scope and nature of the position.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.)**

Minimum: Master's degree in relevant field of study. Knowledge of survey methodology. Understanding of the mission and objectives of private higher education and institutional needs of small colleges. Minimum of 1 year of successful experience in higher education institutional research and assessment to include: planning, designing and conducting research. (Advanced degree in relevant field of study may offset experience requirement. Subject to vice president approval.)

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

SKILLS (The ***application of knowledge*** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Access, Excel, Outlook, PowerPoint), statistical analysis packages (such as SAS, SPSS, or R), data visualization tools (such as Tableau), or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents*, *developed proficiencies*, and or *other job-related requirements*. This section includes ***observable behaviors or behaviors that produce observable*** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- work evenings and weekends;
- take on new or additional responsibilities and challenges;
- ask questions that benefit the College and use available data and resources to find answers;
- work with minimal supervision;
- understand College rules and regulations;
- exhibit strong organizational and project management skills with attention to detail;
- analyze complex information and draw appropriate conclusions;
- use logic to solve problems;
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with staff and faculty across campus in a collegial and effective manner;
- maintain confidentiality regarding sensitive matters;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the incumbent must demonstrate the following:

- Independence of Action/Initiative – Exercise good judgement in problem solving and decision making.
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives.
- Planning Skills – Determine best approach to complete projects, short-term, and long-term goals efficiently and effectively utilizing resources and staff available.
- Productivity – Completes all work assignments on a timely basis.
- Accuracy – Ability to perform work accurately and thoroughly.
- Teamwork – Willingness and ability to work effectively with others in the office to meet our mission and purpose.
- Service Orientation – Exhibits a 'customer-friendly' demeanor with internal and external constituents.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____