



Director of Institutional Research Institutional Research

IR/1

JOB SUMMARY

This position directs the college's institutional research functions.

MAJOR DUTIES

- Analyzes institutional data.
- Develops, maintains and distributes reports from institutional research databases, including mandatory federal, state and accreditation reports.
- Facilitates institutional self-studies for accreditation purposes; prepares annual profiles and other reports as requested by accrediting agencies.
- Designs and administers internal and external surveys; analyzes data; prepares and distributes survey reports.
- Serves on a variety of college committees.
- Prepares and submits various reports as requested.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of institutional research, planning and assessment principles and practices.
- Knowledge of mathematics and statistical analysis.
- Knowledge of database management principles.
- Knowledge of research and data evaluation principles.
- Knowledge of institutional accreditation principles, practices and standards.
- Skill in the preparation of a variety of detailed reports.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Vice President of Academic Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Family Educational Rights and Privacy Act, the Georgia Open Records Act, federal reporting requirements, and department, college and University System policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied research, reporting, and database management duties. Strict guidelines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to direct the college's institutional research functions. Success in this position

ensures institutional compliance with federal and state reporting requirements.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of state and federal agencies, representatives of accrediting bodies, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to justify or defend matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.