Title: Assistant Director, Institutional Research

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, provide assistance in the guiding of collection, analysis and interpretation of data concerning a wide range of institutional activities, with a focus on assessing enrollment and success.

Characteristic Duties

• Design, implement and analyze enrollment reporting (i.e., statistical model building, trending and tracking) as it related to recruitment/retention and enrollment.

• Assist in the timely completion of internal and external reports, further development Data Warehouse, as well as the effort to re-program existing reports.

• Participate in the development of institutional communications strategy to include web page enhancement, on and off-campus presentations, professional organization involvement, publications, surveys, etc.

• Collaborate in Peer Institution Analysis and benchmarking activities via querying state and national databases.

• Assist in the training and development of staff.

• May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in a statistical analysis area using Statistical Analysis Software (SAS) and Sequential Query Language (SQL). Experience may also require at least three (3) years supervision.

Last updated: January 2007