Title: Director Institutional Research

Pay Scale Group: 23

Description Summary
Under administrative direction from a designated administrator, provide oversight for all aspects of the office including Institutional Research, Research and Assessment (Undergraduate and Graduate), and Resource Analysis for the university.

Characteristic Duties

Provide leadership for the office in planning, design, data collection, conducting, analyzing, interpreting, presenting, and validating institutional research studies using the full spectrum of university data to provide information to senior university administration.

Develop and maintain processes to ensure data integrity, accuracy, and comparability across multiple sources for university data.

Oversee and support all aspects of the reporting requirements of Performance Based Budgeting.

Maintain and report data required by state and federal governments, Higher Learning Commission (HLC), external agencies and accrediting agencies including the Ohio Board of Regents, IPEDS, AAUP, NCAA and US News and World Report.

Play an active role in the university reaccreditation process and in preparing self-study reports; oversee and support all levels of the institutional assessment function.

Serve as UC’s data liaison for the Ohio Board of Regents and IPEDS.

Coordinate national and regional surveys by serving as the primary contact; facilitating delivery to participants; and receiving, analyzing, and communicating results (e.g., NSSE, SSI, etc.)

Maintain and enhance the structure, content, and use of the university Student Fact Book, and the Integrated Enrollment and Budget Planning Data Series.

Collaborate closely with many constituents across the university.

Participate in professional organizations such as the Association of Institutional Research and the National Association of College and University Budget Officers and other relevant national and regional professional organizations in order to remain apprised of current issues and concerns in the field.

Assign tasks, initiate recruitment to fill vacancies, monitor and assess performance and provide feedback to help employees become more proficient in performing assigned tasks.

Created 9-19-14
Develop, implement and monitor budget; authority for budget, revenue and expense planning and approving expenditure; reports on budget status to higher level administrator.

Prepare reports, disseminate/interpret information, provide advice, deliver presentations, and ensure that all programs and services comply with university policies and state/federal regulations.

Perform related duties based on departmental need

**Minimum Qualifications**

Master’s degree with analytical focus with five (5) years of directly related higher education experience; experience must be related to areas of responsibilities and include at least three (3) years of supervision, data analytic research and survey research experience, higher education accounting and budgeting, and extensive computer skills, including spreadsheets, database, statistical analysis tools, and presentation software.