

## **Sul Ross State University Position Description**

**Official Title:** Director of Institutional Research    **Salary Group:** Unclassified 10  
**Job Code:** 1204

### **Summary**

Function: Institutional research officer for the University.

Scope: The Director of Institutional Research supervises and is responsible for all institutional research activities which provide information to support institutional planning, policy formulation, decision-making and manages data collection, analysis, research activities related to institutional research and directs reporting of institutional information for institutional leadership or required by external agencies to comply w/ local, state and federal requirements. Responsible for providing expertise in researching institutional and related databases, information repositories, and other information resources for the purpose of providing needed or required information. Reports to the Assistant Vice President for Institutional Effectiveness.

### **Duties**

Essential:

Supervises and is responsible for the collection, analysis, reporting, and maintenance of institutional information needed by institutional leadership. This information includes but is not limited to that information contained in college data bases, received from a variety of college units, available from the U.S. Census and other governmental agencies, and created by the institutional research unit using surveys and questionnaires of various types. From time-to-time additional information not already housed in existing sources will need to be collected using mail, telephone, web, and electronic methods of receiving opinions or information from faculty, staff, students, alumni, county residents and other individuals.

Provides direction and supervision for the Research Associate (RA) including designating type and volume of tasks, reviewing the RA's products for accuracy and quality, provides opportunities for training and professional growth.

Directs and manages the extraction of information from the enterprise-wide relational data base; access information contained in web-based U.S. Census data and other sources; provide basic descriptive, correlations and predictive statistical analyses using various statistical analytical tools, and provide presentations using PowerPoint or similar data display systems. This position is responsible for collection and dissemination of key institutional indicators; for collection and display of information needed by accreditation organizations, state oversight agencies, senior management, and others with a bona fide right to access that information. Provides information, expertise and support for major institutional initiatives such as the Quality Enhancement Plan, Strategic Plan and new reporting mandates. The director will supply information as needed by the president, vice presidents, deans, and other members of the institution's senior management team.

Initiates and responds to requests for studies on program evaluation, administrative issues, demographic data, workforce trends, enrollment, enrollment trends/projections, information for grant applications, and variety of related information used to enhance long range planning and decisions directed at university improvements and accountability. Responsible for student satisfaction and outcome

assessments. Maintains a central repository of research data; collects, analyzes, and publishes statistical data.

Serves as the chair for the university Institutional Review Board Committee and the University Survey Committee. Maintains the supporting IRBNet site where research proposal are entered and reviewed.

Assists in the adoption and implementation of software and technologies closely related the institutional research needs.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Other duties as assigned by the supervisor.

### **Supervision**

Received: General supervision by the Assistant Vice President for Institutional Effectiveness

Given: General supervision over the Institutional Research - Research Associate.

### **Education**

Required: Master's degree in Statistics or a research related field.

Preferred: Doctorate in statistics or research related field is strongly preferred

### **Experience**

Required: Minimum 5 years experience in institutional research related field

Preferred: Some or all experience gained in a college or university environment.

### **Equipment/Skills**

Required: General office skills and strong research background. Demonstrated ability to analyze and present statistical data results in various presentation formats. Familiarity and extensive experience with SPSS, SAS or similar statistical analysis software packages. Possess excellent communication skills.

Preferred: Strong experience with the SunGard Banner administrative systems.

### **Working Conditions**

Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June 2022