

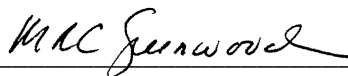
Director of Institutional Research and Analysis

This is highly responsible administrative work in providing the overall leadership, direction, planning, organization, evaluation and control of the University's institutional research and analysis program.

The director is responsible for developing a clear and deliberate information resource management strategy; promoting, facilitating and implementing a University and State interagency wide reporting agenda; formulating and implementing policies, procedures and business practices on data governance within and across State agencies that align data, clarify roles and responsibilities, and address stewardship and security issues; and coordinating data resources and providing system wide reporting that focuses beyond compliance and ad hoc reporting to one based on knowledge management through research and analysis. Work involves directing, designing, organizing and evaluating institutional research projects relating to academic program and financial planning process, e.g., tenure statistics, quantitative unit activity and resource profiles, workload indicators and analyses, institutional and student assessments, management and planning support reports, program unit activity and resource profiles, and ad hoc analytical reports; directing subordinate staff in the design and conduct of studies and in the design and development of forecasting tools, e.g., forecasting models for enrollment projects, costs, faculty resources, etc.; implementing computer-based management information systems; coordinating analytic processes which integrate planning and budgeting processes; and participating in and coordinating the development and modification of data systems to ensure compatibility with existing or planned institutional research data requirements and the integration and system development relating to information collection and management.

Work requires extensive knowledge of the principles and practices of institutional research, concepts of data analysis and data reports that lead to informed decision-making, managing an institutional research program within a multi-disciplinary and multi-campus environment, and the ability to design and conduct research employing a variety of statistical and analytic methodologies and techniques to data and issues in higher education. Supervision is exercised over a staff of professional, technical and clerical personnel. Work entails considerable contact and ability to establish and maintain effective working relationships with University executives, administrators, faculty members, staff, legislative staff and committees, representatives of other institutions, State, federal and private agencies, and community members. Work is reviewed for accomplishment of goals and objectives.

The establishment of the class Director of Institutional Research and Analysis is approved.



M.R.C. Greenwood
President

9/9/10

Date