TITLE: Director of Institutional Research - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting directly to the Provost/Dean of Faculty, the Director of Institutional Research is responsible for developing, collecting, analyzing, and disseminating data about the College to support internal decision-making and planning and to comply with requests from external agencies. Directly supervises an Associate Director and a Research Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

- Organizes and implements the systematic collection, analysis, and retention of data relating to the College for the purposes of planning, strategic decision making, and reporting to external agencies (state, federal, and private organizations).

- Identifies gaps in data, establishes procedures to maintain quality of data, and provides guidance and leadership as to the proper use of institutional information.

- Collaborates with the Office of Information Technology (OIT) in the design, development and maintenance of SMCM by the Numbers, the College’s new data warehouse and web portal for enterprise-wide longitudinal reporting and analysis. Responsible for advising the CIO regarding the functional design of SMCM by the Numbers, the appropriate standards and definitions for data stored in SMCM by the Numbers, and how best to insure proper access to, and use of, SMCM by the Numbers reports and data sets.

- Supports campus wide efforts to communicate the results of planning and the progress toward achieving institutional objectives (dashboards, web reports, publications, etc.).

Position Description
• Collaborates and advises campus constituencies (administrative and academic) to help them identify criteria for measuring their effectiveness and to assist in carrying out studies to evaluate their effectiveness.

• Supports the assessment of student learning outcomes and academic department program reviews.

• Works closely with faculty, administration and staff. Assists the Provost with strategic planning initiatives and other projects and activities relating to academic affairs, e.g., Middle States accreditation.

• Represents the College in external relationships in which institutional data and information is required (Maryland Higher Education Commission Annual Collection, IPEDS, etc.).

• Coordinates and/or responds to requests for institutional data and information from internal and external sources.

MINIMUM QUALIFICATIONS:

• Education: Master's degree or higher, with graduate level course work in a quantitatively-oriented field--Statistics, Mathematics, Educational Research, Social Science, Higher Education, Planning or Research. Ph.D. or Ed.D. is desirable.

• Experience: Significant senior level experience in areas of institutional research, institutional effectiveness, analysis and strategic planning, preferably in a liberal arts setting. Familiar with predictive modeling and inferential statistics.

• Demonstrated experience and competency utilizing information systems, spreadsheets, statistical, and database applications to conduct research, analyze, and present data. Knowledge of an SQL environment, data visualization software, enterprise level reporting tools (Cognos, Informer, etc).

• Must possess excellent written and oral communication skills.

• Effective and collaborative management skills; previous management experience desirable.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.