POSITION DESCRIPTION

TITLE: Associate 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 to the Director of Institutional Research (IR) in the Division of Academic Affairs, the Associate Director is responsible for supporting the collection, analysis, and dissemination of data about the College to support internal decision-making and planning and to comply with requests from external agencies. The Associate Director is responsible for the managing the day to day operations of the Office of Institutional Research, including directly supervising one or more IR analysts and student workers. The Associate Director works with the Director to determine and implement strategic priorities for the Office of Institutional Research, and works to ensure accuracy and integrity of all institutional data.

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.

- Oversees and coordinates the preparation of federal, state, and external reports, including IPEDS, MHEC reports and Maryland Annual Collection, Middle States Annual Institutional Profile, NCAA reports, and college guides (e.g., U.S. News & World Report, Peterson’s, Princeton Review, etc.).

- Coordinates the administration, analysis, interpretation, and dissemination of results of various surveys to include the Alumni (1-, 5-, and 10-year-out), Senior Exit, National Survey of Student engagement (NSSE), and Beginning College student survey of Engagement (BCSSE) surveys.

- Assists in the fulfillment of requests for institutional data and information from internal sources including department chairs, administrative department directors, and other need to know groups.

- Supports the dissemination of institutional data to internal and external audiences, to include ensuring compliance with Higher Education Act regulations regarding student right-to-know information.
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- Supports the research that informs strategic planning and the assessment of institutional effectiveness, to include peer benchmarking, evidence-based decision making, and predictive analytics.

- Leads or supports internal data governance efforts to promote the consistency, reliability, and integrity of campus data, especially by serving as primarily liaison with data stewards in offices such as Admissions, Registrar, Financial Aid, and other data entry hubs across campus.

- Identifies gaps in data, assists in establishing procedures to maintain quality of data, and provides guidance and leadership to internal staff office and campus constituents as to the proper use of institutional data and information.

- As necessary, supports the assessment of student learning outcomes, particularly the administrative management of institutional, program, and course learning outcomes, and coordinates the collection and analysis of assessment data.

MINIMUM QUALIFICATIONS:

- Education: Master’s degree required, preferably in a quantitatively-oriented field such as Social Science, Educational Research or Planning, Higher Education Administration, Statistics, or Mathematics.

- Experience: Three years of experience in one or more areas of higher education to include institutional research, institutional effectiveness, data analysis, research methods, and strategic planning, preferably in a liberal arts setting. Experience with federal reporting standards (IPEDS) and Maryland/MHEC state reporting requirements (MAC, MAC2) is highly preferred.

- Demonstrated experience and competency utilizing data management systems, including spreadsheets, statistical and database applications, and business intelligence/reporting tools (e.g., Cognos/Impromptu, Informer).

- Experience using data visualization or business intelligence tools to create interactive data-sharing platforms or dashboards (e.g., Tableau, Power BI).

- Excellent critical thinking, analytical and organizational skills; excellent written and oral communication skills; and an exemplary attention to detail.

- Effective and collaborative leadership 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.
I have received a copy of my position description and, after reviewing it with my supervisor, understand the duties and responsibilities to be performed.

During new employee orientation the human resources office gave me a copy of this position description. Should I have questions or need clarification regarding the duties and responsibilities described in this position description, I will discuss them with my immediate supervisor or the human resources officer.

__________________________ / __________________________
Employee Signature           Printed Name           Date