

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title: Director of Institutional Research
Revised: 05/15/2017	Department: Institutional Research
Level: Director	IPEDS: Other Professional
FLSA: Exempt	Reports to: President

POSITION SUMMARY

The Director of Institutional Research reports to the President and is primarily responsible for gathering, organizing, analyzing and reporting informational data for the purpose of institutional decision making, strategic planning, and continuous quality improvement. The Director is responsible for and facilitates the collection, organization, interpretation, assessment, and communication of data about Crowder College to the College community and external agencies.

MAJOR FUNCTIONS

1. Provide leadership to support and enhance a culture of assessment and data-informed decision making at all levels of the College.
2. Direct the collection, preparation and reporting of data through the Integrated Postsecondary Education Data System (IPEDS), Missouri Coordinating Board for Higher Education (CBHE), and other state and federal agencies, with accompanying analysis of data for internal use.
3. Coordinate and maintain a calendar of required reports, responsible personnel, and due dates, assuring that reports are completed in a timely manner.
4. Establish and maintain various data sets used to analyze institutional effectiveness and efficient use of resources.
5. Compile and maintain reports generated by other offices on campus.
6. Develop and/or supervise the development of questionnaires, forms and procedures for collecting data and determine appropriate statistical methodologies for analysis.
7. Disseminate, collect, and record various internal and external surveys; analyze results; and communicate results to appropriate constituencies.
8. Provide support to other staff/project teams/institutional planning groups in preparation of information for program reviews, grant applications, studies of institutional effectiveness, and other research projects as needed.
9. Work with the Information Services Department regarding the capture of key data elements from the Jenzabar database.
10. Represent Crowder College in state and regional meetings concerning data collection and reporting.
11. Provide leadership in the development and administration of peer analysis, benchmarking, and other statistical studies.
12. Interact and participate in national and regional efforts in conjunction with other community colleges in an effort to obtain comparable data for research comparisons.
13. Perform other related duties as assigned by the College President.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's Degree in related field; Master's preferred.
2. Two (2) years of experience in a similar environment preferred but candidates with less experience may be considered on a case by case basis.
3. Skills commensurate with "Major Functions" above, including but not limited to:
 - Statistical analysis skills
 - Organizational and logistics skills
 - Ability to handle complex tasks
 - Strong communication and collaboration skills
4. Ability to establish and maintain positive working relationships with students, other professionals, staff, vendors, state and federal agencies, and the public.

EQUIPMENT/SOFTWARE

1. Knowledge of and ability to work with data retrieval from large-scale databases.
2. Experience with and ability to use a variety of computer applications software, particularly Microsoft products.
3. Advanced Excel and Access software skills are critical. Jenzabar and basic programming language experience a plus.

POSITIONS SUPERVISED

One part-time grant funded staff position and work-study.

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate business like apparel are required.

PHYSICAL DEMANDS

1. Involves mobility within the campus and various sites.
2. Input, access and distribute information using computers.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Ability to work with and apply mathematical concepts.
4. Ability to interpret an extensive variety of technical and statistical material.
5. Ability to validate data accuracy.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to read and understand technical journals, financial reports, and similar publications.
3. Ability to write reports and business correspondence.
4. Ability to effectively present information and respond to questions.