



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES      NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Bradley Burda	
<b>Department</b> Institutional Research	<b>Working Title</b> Director, Institutional Research	<b>HRIS Position Number</b> H99494	<b>Supervisor Title</b> Provost
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b>		<b>Annual Contract End Date</b>	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

Under general direction of the Provost, the Director of Institutional Research (IR) provides leadership and management to the Provost's Office. This position is responsible for managing the collection, analysis, and accuracy of information for institutional data requests including those from internal (faculty, staff, administrators) and external (Oregon University System, institutional surveys, IPEDS, etc.) constituents; for providing analysis and support for enrollment management, strategic planning, enrollment reporting and forecasting, institutional assessment, surveys of students, performance measurement and revenue modeling activities; and for other related duties as assigned.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

A Bachelor's degree in social sciences, policy analysis, planning or a related field from an accredited college or university with an emphasis on applied quantitative methods and statistics and proficiency in software applications to perform analyses and reporting on institutional data extracts (Excel, Access, Cognos, SPSS or SAS required) along with three or more years of progressively responsible administrative experience in higher education (preferably IR).

Master's Degree is preferred.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff	1	1.0		

3.Unclassified Staff				
4.Students / Others				

**Coordinating Responsibility**

Coordinates contracted work of consultants who are doing research on behalf of the institution. For example: work on economic impact of OIT to Klamath County; impact of financial aid on leveraging new student enrollments, and other survey research conducted by OUS on behalf of OIT.

**D. ORGANIZATIONAL RELATIONSHIPS**

**1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)**

Minimal

**2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate**

**a)own time and resources**

Delegate own time given institutional priorities from the President and executive staff.

**b)departmental resources**

Delegate own time given institutional priorities. Expend monies with presidential or other executive approval.

**c)institutional resources**

Report institutional information to internal and external constituents. For example, report on enrollment projections for each biennium. These projections impact the level of state support that OIT receives. IR is also responsible for providing enrollment information to OUS, determining funding levels. Delegate own time given institutional priorities. Expend monies with presidential or other executive approval.

**What kinds of decisions will the incumbent be expected to make?**

Make recommendations regarding design, implementation, and analysis of research studies as well as interpretation and data collection strategies to support decision making by senior administrative staff or other institutional constituents.

**3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.**

<b>X</b>	Delegated authority to develop and monitor*	\$6,000 (S&S)
	Develops, monitors* and controls*	\$
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

**E. PURPOSE AND NATURE OF WORK RELATIONSHIPS**

<b>PERSON(S)/POSITION/ AGENCY</b> (e.g., student, staff, faculty, general public, Board of Trustees)	<b>PURPOSE</b> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<b>HOW OFTEN</b>
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Staff (classified, administrative or executive)	Defining research questions and their appropriate solutions; working with individuals and committees to solve problems, answer questions, prepare reports, and perform analysis on topics involving institutional information.	Daily
Faculty (individuals or committees)	Defining research problems; giving information; performing analysis; consulting on questions regarding student or faculty information; performing studies on performance, student outcomes, and/or peer institution analysis.	Daily
Chancellor's Office	Utilizing shared reports/resources with OUS, IR and HR offices; answering questions with regard to student enrollment, degrees, programs; responding to data needs as they arise with quarterly downloads of SCARF.	Monthly
General public	Giving information on enrollments, degrees and programs	Monthly

## F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
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<p>1</p>	<p><b>Information Management, Analysis and Reporting</b></p> <p>Office is responsible for managing the collection and analysis of institutional data, including requests from internal (faculty, staff, administrators) and external (OUS, institutional surveys, etc.) constituents, as well as for ensuring consistency and validity of all internal and external reports.</p> <p>Responsible for providing analysis/trends/information from institutional extracts which are used in external surveys, executive requests, faculty committees, accreditation materials, institutional enrollment management, etc.</p> <p>Completion and certification for all OUS SCARF enrollment/degree/student/financial aid files at Fall 4th week and end of term winter, spring and summer. Key holder role for IPEDS completions, student financial aid, institutional characteristics, fall enrollment, 12 month enrollment, and degree submissions on behalf of OIT.</p> <p>Compile and update enrollment reports each term including the student profile, enrollment by major and location, distance education enrollment, and RAM matrix.</p> <p>Participate in data quality processes, Banner User Group and Banner Coordinator Group Meetings and work closely with Registrar and staff to help maintain quality and integrity of data stored in Banner.</p> <p>Provide analytical data and support for executive decision making processes, NWCCU Accreditation, ABET Accreditation, executive presentations to legislative committees, ETIC, ASEE, and information for the competitive review of grant applications.</p> <p>Compile Common Dataset and other informational tools necessary to participate in national surveys like US News and World Report, Peterson's College guide, and The College Board Survey.</p> <p>Prepare annual performance targets in conjunction with executive staff and update performance information for the Oregon University System Board Approved Performance Measures and other metrics as needed.</p> <p>Responsible for the production and maintenance of the OIT IR homepage.</p> <p>Leads University Data Quality team in regards to data standards, integrity and consistency. Oversees data cleanup for university administrative offices.</p> <p>Responsible for yearly CDS, Fact Book, Student Profile published online.</p>	<p>Daily</p>	<p>40</p>
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2	<p><b>Research Support for Institution</b></p> <p>Provide guidance, data collection and analysis for planning initiatives including marketing studies, financial aid leveraging, economic impact analysis, and enrollment management, including enrollment projections. Use statistical or predictive modeling where appropriate.</p> <p>Design and implement research projects related to academic planning, policy formulation, budget and administrative decisions, including annual revenue by department (tuition, RAM Funding, and Targeted Funding, models based on tuition rate policies, etc )</p> <p>Prepare reports to assist the programs to make decisions to improve student learning, retention and graduation.</p> <p>Analyse and report information from student surveys, including CIRP, NSSE and Career Services annual survey of alumni. Knowledge and application of survey research methods, sampling, survey design, and what inferences or conclusions should be drawn from any results.</p> <p>Serve on the Institutional Assessment Executive Committee and Enrollment Management leadership teams.</p> <p>Conduct analysis and research for student outcomes assessment, student progress and other academic policies.</p> <p>Assist in the development and monitoring of institutional peer information.</p>	Daily	40
3	<p><b>Ad Hoc Requests</b></p> <ul style="list-style-type: none"> <li>Respond to requests for information from internal constituents (President or executive staff, other administrators, faculty, students and staff) and external constituents (OUS, surveys, media) where appropriate.</li> </ul>	Daily	20

## G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1, 2, 3	<p>Bachelor's degree in education policy, policy analysis, administration, planning or equivalent. Strong computer skills; experience working with and manipulating large data sets. Proficiency in Excel, Access, SPSS or SASS.</p> <p>Expertise in analytical report writing, projections, and clear, concise display of complex information.</p> <p>Experience directly related to institutional research, assessment or evaluation research.</p> <p>Knowledge of information systems and experience with data quality control procedures.</p> <p>Ability to work independently and as part of a team.</p>

1, 2, 3	Strong analytical skills and advance knowledge of statistics. Background in social studies research and statistical analysis. Knowledge of both quantitative and qualitative techniques. Expertise in carrying out research projects from development to presentation of final reports. Experience with survey construction, implementation, and analysis.
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**H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT**

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
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**I. ADDITIONAL JOB-RELATED INFORMATION**

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.