AUBURN
Human Resources

Dir, Institutional Research

Job Description

JOB INFORMATION

Job Code	HC18
Job Description Title	Dir, Institutional Research
Pay Grade	AA16
Range Minimum	$114,230
33rd %	$148,500
Range Midpoint	$165,630
67th %	$182,760
Range Maximum	$217,030
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/22/2020

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Data Analytics

JOB SUMMARY

Reporting to the Provost and Senior Vice President for Academic Affairs, the Director, Institutional Research is responsible for leading a central unit that provides proactive support to faculty, students, departments, schools and colleges, and other units across campus to advance mission-based objectives and provide data analytics designed to improve the efficiency and effectiveness of institutional resources.

RESPONSIBILITIES

- Designs institutional research, analysis, and internal assessment activities to promote the broad use of research-based planning, evaluation, and improvement processes.
- Provides a research-based framework for institutional research through quantitative studies, surveys, and analyses.
- Pursues institutional priorities through strategic projects, including monitoring effectiveness and productivity, and communicating results.
- Collaborates with units across campus to ensure accurate data is maintained and assisting in campus-wide data integration.
- Sets and implements the overall goals, philosophy, and strategy for the office regarding management information, data accuracy and consistency, and department performance and efficiency.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PhD	EdD in Education, PhD or terminal degree in field of higher education, business administration, science, mathematics, statistics, data analytics, or related field.	and	10 years of	Experience in designing, analyzing, and reporting institutional research.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of data management, analysis, and reporting for institutional research, research design, and higher education processes.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.