

Job Code:.....101344
Position #: (NUNC)..... (E)
Developed by:.....AMC
Reviewed by:.....AMC
Approved by:.....AMC
Date: 01/19; 03/23/22

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Institutional Research
DIVISION: Academic Affairs/Academic Planning
REPORTS TO: Director, Academic Planning
GRADE: 16
SUPERVISES: Professional staff

BASIC FUNCTION:

Provide leadership and administrative oversight for all institutional research activities, which provide information and data to support institutional planning, policy formulation, and decision making. Direct and manage data collection, data analysis, and all institutional research activities. Develop data analytics and visualization platforms to enhance student success and the institution's effectiveness and reputation. Manage the submission of required state and federal reports regarding University activities as well as University responses to data surveys and data for accreditations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Effectively prioritize, direct, and coordinate the activities and functions of the institutional research office and staff to serve institutional planning, metrics and outcomes reporting for the strategic plan, and accurate institutional data for all internal and external uses.

Manage data bases to ensure retrieval of clean and accurate data.

Ensure that all state, federal, and external reporting requirements are met and coordinate work with staff and others as appropriate to accomplish this.

Compile, analyze, and disseminate quantitative and qualitative data related to institutional data, peer benchmark data studies, students, enrollment, academics, finances, and other areas of importance to the institution.

Respond to national surveys and accreditations with accurate institutional data and in a timely manner.

Oversee the creation and implementation of a University wide data mart that provides integration of PeopleSoft and other system data for data informed decision making as well as aspects of real time data.

Implement appropriate data analytics and visualizations to support the work of all units in areas of student success and institutional and college planning and effectiveness.

Provide expertise in data collection and analysis on behalf of the institution.

Provide policy analysis and clear and concise reports based on research and data and potential implications.

Lend leadership, expertise, and support for other data needs in other campus areas.

Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses and/or conferences.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Familiarity and professional experience in using personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum five years of experience in higher education data management, data analytics, institutional research, and/or comparable knowledge; Demonstrated experience in implementing data analytics and visualization; Demonstrated expertise with preparing spreadsheets and working with databases using a variety of technology applications, programs, and software; Demonstrated knowledge of and ability to use research and data tools (such as SAS or SPSS as a research tool, Tableau, and PowerBI); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills (including ability to write concise analytical reports); Demonstrated ability in making presentations relative to institutional data; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Ph.D.; and, Minimum of two years at director level or relevant supervisory role in higher education Institutional Research Office or institutional data management.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.