

Institutional Effectiveness Director Sample Job Posting [ID: 698]

Preview Posted: Mar 7, 2023 [Login then Apply](#)

Compensation: \$71,305.18 - \$89,131.48

Openings: 1

Department: Institutional Effectiveness **Location:** TBD

Position Summary:

This is the fourth of five levels in the Institutional Effectiveness series. Incumbents plan, develop, analyze, report and justify institutional and comparative data elements and outcomes including assessment, forecasting, and graphical analysis. Responsibilities may include planning, directing, completing, and reviewing long-term reports and studies; preparing projections related to curriculum, students, enrollment and budgeting; directing survey and/or program assessment efforts; publishing research briefs; and supervising institutional advancement staff.

Requirements:

Education:

Master's degree in higher education, educational research, statistics, or a related field.

Experience:

Four (4) years experience in statistical analysis or applied research, including two years supervisory responsibility.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Managerial principles;
- Project coordination techniques;
- Research and data analysis principles and practices;
- Assessment, evaluation, and measurement principles;
- Research instruments;
- Statistical methods;
- Mathematical concepts;
- Data extraction and transformation;
- Surveying methods;
- Computers and related software applications.
- Managerial principles;
- Project coordination techniques;
- Research and data analysis principles and practices;
- Assessment, evaluation, and measurement principles;
- Research instruments;
- Statistical methods;
- Mathematical concepts;
- Data extraction and transformation;
- Surveying methods;
- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Analyzing research reports;
- Coordinating research projects within the department;
- Performing qualitative and quantitative research analysis;
- Using research instruments;
- Extracting and transforming data and information;
- Performing mathematical and statistical calculations;
- Using a computer and related software applications;

- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Analyzing research reports;
- Coordinating research projects within the department;
- Performing qualitative and quantitative research analysis;
- Using research instruments;
- Extracting and transforming data and information;
- Performing mathematical and statistical calculations;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		<u>Potential Frequency</u>
1.	Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Provides oversight and directs the implementation of internal operations, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; and works to integrate and coordinate service areas.	Daily 30%
3.	Directs the gathering, organization, and compilation of data in support of budgeting, planning, and/or evaluation and assessment; oversees the reporting of related data and information; directs the analysis of internal and external institutional research and/or planning projects; and reviews and disseminates research requests and associated processes.	Daily 30%

These duties are a representative sample; position assignments may vary.		<u>Potential Frequency</u>
4.	Meets, consults with, and makes key decisions with applicable University staff regarding projects; directs and oversees the completion of applicable projects; communicates project status and results with relevant constituents.	Daily 10%
5.	Reviews a variety of reports summarizing research data; analyzes related reports and/or data and makes recommendations based on findings.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

These duties are a representative sample; position assignments may vary.		<u>Potential Frequency</u>
1.	Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Provides oversight and directs the implementation of internal operations, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; and works to integrate and coordinate service areas.	Daily 30%
3.	Directs the gathering, organization, and compilation of data in support of budgeting, planning, and/or evaluation and assessment; oversees the reporting of related data and information; directs the analysis of internal and external institutional research and/or planning projects; and reviews and disseminates research requests and associated processes.	Daily 30%
4.	Meets, consults with, and makes key decisions with applicable University staff regarding projects; directs and oversees the completion of applicable projects; communicates project status and results with relevant constituents.	Daily 10%
5.	Reviews a variety of reports summarizing research data; analyzes related reports and/or data and makes recommendations based on findings.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required