Dir, System Data & Analysis

Job Code 50037459

General Description

Responsible for directing the Institutional Research (IR) office and its staff represent the office at meetings and participate in designing and implementing studies linked to administrative decision making at the university.

Examples of Duties

Direct and supervise staff in the Institutional Research (IR) office.
Develop and monitor budget.
Design, conduct and report results of studies.
Respond to external surveys from private, state and federal agencies and other entities.
Design and administer surveys to gather information from students, faculty, and staff.
Act as liaison between IR and other offices on campus.
Participate on committees.
Develop departmental plan.
Participate in assessment and planning at the division and university level.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Descriptive and inferential statistics; programming techniques in SPSS and SAS, database management techniques, spreadsheet and word processing software.

Skill in: Writing complex and understandable documents, motivating employees, prioritizing projects, using techniques to collect, analyze and publish data, interacting with clients, decision making and consensus building, written and oral communication, planning and assessment.

Ability to: Read and understand complex technical manuals and UPPSs, apply basic and complex descriptive, inferential, and non-parametric statistics, give clear instructions on projects and office policies, give effective presentations to groups.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements