Assistant Vice President, Institutional Research

Job Code 50029766

General Description
The Assistant Vice President for Institutional Research (AVPIR) oversees the strategic direction and coordination of institutional research activities for Texas State University and The Texas State University System. This position assists the Associate Vice President for Institutional Effectiveness (AVPIE) in developing and monitoring strategic and related initiatives for the Institutional Effectiveness (IE) unit. The AVPIR supervises the IE unit in the absence of the AVPIE.

Examples of Duties
Supervise IE office functions in the absence of the AVPIE.
Ensures that supporting information and documentation for Southern Association of Colleges and Schools Commission on Colleges reaffirmation of accreditation as well as program-specific accreditation is provided accurately and on deadline.
Coordinates special projects as assigned by the AVPIE and oversees those which involve several Institutional Effectiveness offices.
Conducts research and data-analysis in support of University Strategic Plan initiatives.
Ensures that the IR office provides such support as needed for internal processes such as Outcomes Assessment and Academic Program Reviews.
Develops and communicates Institutional Research vision, mission, goals, and initiatives that support the University and Office of Institutional Effectiveness strategic plans.
Delegates and monitors progress on tasks for fulfilling the IR strategic plan while accommodating the strengths and interests of IR staff members.
Assures that IR needs of Texas State University System Chancellor's Office are being met.
Represents IR in collaborations with other university offices as well as on university committees that involve IR participation.
Represents IR and Texas State University at state, regional and national higher education committees, task forces and organizations.
Ensures timely and accurate responses to requests for data-driven information on matters related to university management, legislative issues, and varied exploratory studies.
Ensures that routine data-based reports required by national, regional, state and local regulatory agencies are provided accurately and on deadline.
Assures that statistical information are accompanied by thoughtful and informed analysis.
Assures that Texas State is accurately represented in college guidebook publications and other publications.
Oversees monitoring of administrative survey activities on campus.
Organizes, trains, and evaluates the performance of staff assigned to the IR office.
Perform other duties as required.
Knowledge, Skills, and Abilities

Knowledge: University and Institutional Effectiveness goals and initiatives; current issues in higher education; common tasks of institutional research functions; best practices in institutional research; higher education data and information sources; performance metrics; descriptive and inferential statistics; peer study methods; survey methods.

Skills: Communicating effectively in written and spoken words with diverse clients while representing the interests of Texas State University and The Texas State University System; leveraging appropriate computer hardware and software (i.e., SPSS, SQL, HTML, Perl, Tableau, Qualtrics, MS Office) to accomplish tasks; preparing and delivering effective presentations; leading meetings to collaboratively solve problems and make policy recommendations.

Abilities: Identifying and communicating university, division, unit, and office priorities; supervising and motivate colleagues while working under pressure within short deadlines; identifying and implementing opportunities for improved efficiency; identifying topics for new proactive research to improve higher education.

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: None