
Auburn University Job Description

Job Title: **Dir, Institutional Rsch&Asses**
Job Code: **HC18**
FLSA status: Exempt

Job Family: No Family
Grade 39: \$90,800 - \$151,300

Job Summary

Directs and oversees the Office of Institutional Research and Assessment to provide an effective analytical framework for institutional planning and performance improvement.

Essential Functions

1. Directs Auburn University's institution research, internal analysis, and self assessment activities and promotes the broad use of research-based planning, evaluation, and improvement processes.
2. Oversees studies, surveys, and analyses designed to provide a research-based framework for institutional research.
3. Oversees day-to-day operations of office to include establishing priorities, directing multiple projects, monitoring effectiveness and productivity, and communicating results.
4. Advises and assists others in planning, implementing, and reporting for the purpose of evaluation and improvement efforts.
5. Sets and implements the overall goals, philosophy, and strategy for the office regarding management information, data accuracy and consistency, and department performance and efficiency.
6. Serves as liaison for routine reporting with the Commission on Colleges of SACS and serves a peer evaluator for other universities that belong to SACS.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Higher Education, Business Administration, Science, or related field
Experience (yrs.)	5	Experience in designing, analyzing, and reporting institutional research

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 50 pounds.

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

Date: 1/3/2012
