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## Auburn University Job Description

Job Title: **Dir, Institutional Research**

Job Family: No Family

Job Code: **HC18**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Reporting to the Provost and Senior Vice President for Academic Affairs, the Director, Institutional Research is responsible for leading a central unit that provides proactive support to faculty, students, departments, schools and colleges, and other units across campus to advance mission-based objectives and provide data analytics designed to improve the efficiency and effectiveness of institutional resources.

### Essential Functions

1. Designs institutional research, analysis, and internal assessment activities to promote the broad use of research-based planning, evaluation, and improvement processes.
2. Provides a research-based framework for institutional research through quantitative studies, surveys, and analyses.
3. Pursues institutional priorities through strategic projects, including monitoring effectiveness and productivity, and communicating results.
4. Collaborates with units across campus to ensure accurate data is maintained and assisting in campus-wide data integration.
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. Performs other duties as assigned by supervisor.

### 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>
<b>Education</b>	EdD/PhD	EdD in Education, PhD or terminal degree in field of higher education, business administration, science, mathematics, statistics, data analytics, or related field.
<b>Experience (yrs.)</b>	10	Experience in designing, analyzing, and reporting institutional research.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### 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.

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### 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: 4/22/2020

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