

ANTIOCH UNIVERSITY LOS ANGELES
Position Description

Director of Institutional Research

Department:	Office of Academic Affairs	Reports to:	President Emeritus/Distinguished Professor
Location:	Los Angeles	Classification Level:	Administrator, Exempt
Supervises:	Institutional Research Assistant	Percentage of Effort:	100%

GENERAL SUMMARY: The Director of Institutional Research is responsible for a wide variety of responsibilities including planning, designing, and conducting research and institutional studies; providing analysis, reports, and educational forecasts related to program growth and development, program reviews, self-studies, accreditation, and external surveys; and coordinating data collection and analysis related to University institutional research and planning efforts. The Director of Institutional Research is the liaison between AULA and Antioch University in issues related to institutional research and reports to the President Emeritus/Distinguished Professor.

Essential Duties and Responsibilities:

Determine research needs, design studies and surveys, collect, analyze and interpret data, and report findings.

Design and conduct research to support short and long-term planning needs of the institution in areas such as academic program growth and development, enrollment, retention, graduation, and academic performance and effectiveness.

Develop, organize, analyze, present, and disseminate information in support of assessment, fiscal performance, strategic planning, and other academic administrative areas.

Design and conduct research specifically related to the institution's mission and how that mission is realized in academic programs and non-academic support areas.

Examine demographic and comparative institutional data to inform University research, decision-making, and planning.

Cooperate with the Director of Academic Assessment in performing research to support the evaluation of academic programs and services and student outcomes assessment efforts.

Coordinate AULA data collection and analysis for University-wide institutional research and planning efforts.

Prepare written and oral presentations of findings for a variety of audiences.

Develop and maintain a professional relationship with faculty, administrative units, and external organizations.

Participate in institutional research professional organizations and keep abreast of national, state, and local institutional research issues.

Respond to annual federal, state, and University surveys and requests for data.
Produce documents and reports including the IPEDS Report, the Fact Book, the Annual Institutional Research Report, and the NSF Survey

Chair the Institutional Research Committee and serve on other campus committees as needed.

Recommend the annual institutional research budget to the Provost/Vice President of Academic Affairs and monitor the institutional research budget.

Conduct annual personnel review of Institutional Research Assistant.

Assist faculty and staff with research projects as needed.

Respond to ad hoc data requests.

Perform other duties as assigned by the Provost/Vice President of Academic Affairs that are appropriate to the position.

Qualification Requirements:

Education and/or Experience:

M.A./M.S. required in Social Sciences, Public Policy, Statistics, Applied Research, Behavioral Sciences, Education, or related field. Ph.D. or Ed.D. preferred.

Three to five years experience in an educational setting working in institutional research using a higher education database (Colleague/Datatel strongly preferred).. Familiarity with adult learners and a multi-campus system preferred.

Knowledge:

An understanding of the structures of higher education, statistical research methodology and analysis, and data processing applications. Knowledge of qualitative and quantitative research methods, as well as design, evaluation, and statistical procedures applied to research, such as correlation and multiple regression techniques. Knowledge of survey design, development and execution, focus groups, statistical analysis, and report writing. Knowledge of commonly accepted legal and ethical standards regarding conducting institutional research.

Skills and abilities:

Experience using a variety of software/database applications including relational databases, Datatel, SPSS, Microsoft Office Suite, and FileMaker Pro. Demonstrated strengths in qualitative and quantitative analysis.

Experience structuring complex data and communicating technical information in manner useful to recipients/users. Experience conducting research and preparing studies that will assist in decision-making and planning.

Experience handling confidential data with discretion.

Experience working effectively with faculty, staff, and students in a diverse multicultural environment.

Experience reading, analyzing, and interpreting professional journals, technical procedures, and governmental regulations. Experience writing complex reports, business correspondence, and procedure manuals. Experience defining and solving problems, collecting data, establishing facts, and drawing valid conclusions.

Hours of Employment: This is a full-time position. A schedule will be established in consultation with the supervisor.

Compensation and Benefits: Salary is DOE. Benefits include medical, dental and vision insurance, prescription drug service, life insurance, paid holidays, sick and vacation leave, and retirement plan. Employees are eligible to apply for a tuition benefit after one year of employment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Antioch University LA reserves the right to change the duties of the job description at any time.

APPROVAL:	
SUPERVISOR: _____	DATE: _____
HUMAN RESOURCES: _____	DATE: _____