

SOUTH TEXAS COLLEGE

Job Description

Job Title: DIRECTOR OF RESEARCH AND ANALYTICAL SERVICES
Department: Research and Analytical Services
Reports To: Vice President for Information Services and Planning
FLSA Status: Exempt
Prepared Date: September 1, 2008; Revised January, 2009

SUMMARY

The Director plays a vital leadership role in ensuring timely, informed decision-making at all levels of administration and providing general direction, projections and specific recommendations to decision makers based on the continuous study of institutional and environmental data. The Director is responsible for advanced statistical analysis and dissemination of institutional knowledge to all levels of leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Performs continuous internal and external environmental scanning for the purposes of supporting institutional planning
2. Conducts advanced, focused research on the various operations and activities of the college as it pursues its institutional mission, goals and objectives, reporting periodically on the institution's progress, impact and implications through various mediums such as research briefs, presentations, special reports, adhoc inquiry responses and online web pages and similar services
3. Serves as the College's chief reporting official for IPEDS and SACS institutional profiles and provides data and analytical support for all activities related to planning, evaluation, assessment, agency reporting and accreditation
4. Supports the decentralized research and analysis activities of other college units, including the development of surveys and other methods of data collection, and serves as a central data and methodology resource to all units
5. Assists the President and Vice President in matters of strategic planning for the college district
6. Effectively leads the college's cross-functional team RRAPT (Research, Reporting, Assessment and Planning Team)
7. Provides an Online Fact Book which is the annual report on the Institutional Performance indicators and supports other institutional efforts to gather, store and report institutional data for purposes of the creation of data dashboards, fact sheets, agency reports and other data driven processes
8. Facilitates the Institutional Review Board for the College
9. Serves on the IE Team to present and lead dialogue about research findings on other institutional committees and task forces as requested
10. Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

Supervises staff in department

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

LANGUAGE SKILLS

MATHEMATICAL SKILLS

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.