**Assistant Director, Institutional Research Standard Job Description**

**Classification Title:** Assistant Director, Institutional Research

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Assistant Director of Institutional Research, under general supervision, assists with the coordination of institutional research including data extraction, compiling, computing, and reporting.

**Essential Duties and Responsibilities:**

**40% Institutional Research Management**

* Coordinates institutional research duties and ensures effective operations.
* Assists with establishing goals and objectives for institutional research.
* Plans, implements, coordinates, monitors, and evaluates policies and procedures.
* Supervises and trains employees involved in institutional research.
* Reviews and assigns requests for data to other staff.
* Completes reports as needed, including ad hoc reports and scheduled department reports.

**20% Data Management and Reporting**

* Extracts, transforms, and loads data into SQL databases for reporting.
* Maintains SQL databases, including department warehouse.
* Generates submission files for state and federal reporting in a timely manner.
* Submits files and corrects errors as needed.
* Develops processes related to data acquisition for retention and graduation rates, enrollment headcounts, and other metrics.

**10% Team Development and Quality Assurance**

* Coaches and trains analysts on data analysis and presentation skills.
* Monitors workloads and makes assignments accordingly.
* Evaluates, develops, and implements tools for assessing data quality.
* Develops quality control procedures related to data analysis.
* Reviews work for accuracy and professionalism.

**10% Technology Coordination**

* Manages technology required for effective institutional research operations.
* Coordinates with information technology to ensure efficiency and effectiveness of procedures.
* Assists team members with website design and maintenance as needed.
* Develops and implements documentation standards for dashboards and reports.
Ensures data is up-to-date and accessible.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Mathematics, Statistics, Computers Science, or applicable field, or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of University processes and procedures.
* Knowledge of applied statistical methods and packages, as well as survey analyses.
* Strong verbal and written communication skills.
* Ability to effectively communicate technology and programming needs to the appropriate offices.

**Additional Information:**

**Machines and Equipment:**

* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**