

Position Description

Position Title: Director of Institutional Research

Reports To: President

Organizational Unit: Student Services

Date: July 2021

I. Narrative General Description

The Director of Institutional Research will be responsible for the completion of credit hour, demographic and student profile reports for local, state, federal, National Clearinghouse and athletic reporting as well as provide ad hoc reports requested by both internal and external sources. The Director of Institutional Research reports to the College President.

II. Functional Responsibilities

- A. Establishes, administers, and coordinates the college's institutional research activities including collecting, analyzing, interpreting and reporting information on the College.
- B. Responsible for the completion of all reports for local, state and federal agencies as well as provide ad hoc reports requested by both internal and external sources (eg. IPEDS, KHEER, etc.)
- C. Maintain, prepare and load information required by the State of Kansas in the state wide database system.
- D. Set up and process internal reports to identify data errors or discrepancies and make necessary corrections.
- E. Set up and maintain reports to meet reporting requirements state and federal agencies as well as internal report requests.
- F. Send files to Human Resources to update the Alert Now emergency notification system.
- G. Assist in disaster recovery planning to ensure business continuity in the event of a disaster.
- H. Evaluate custom report requests and create or revise reporting, subroutines, computed columns, tables, and paragraphs as required.

- I. Oversee the integration and sharing of data between separate databases.
- J. Meet attendance expectations as required for positions which may include a willingness to work unusual hours, including evenings and weekends.
- K. Participate in the development and implementation of the institutional assessment plan as required for the Higher Learning Commission accreditation.
- L. Perform other duties as assigned.

III. Required knowledge, skills, and personal qualifications.

- A. Excellent communication skills both oral and written.
- B. Ability to establish and maintain effective working relationships with other department staff, faculty, students and public; ability to work well with others.
- C. Knowledge of the role of student records in the academic operation of the college.
- D. Knowledge of computerized student records and registration system.
- E. Knowledge of report writing software.
- F. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.
- G. Self- motivated and directed, with keen attention to detail.
- H. Able to prioritize and execute tasks in a high-pressure environment
- I. Experience working in a team-oriented, collaborative environment.
- J. Must be able to initiate and plan without direct supervision.

IV. Required Experience

- A. At least two years experience working in a community college or university setting.
- B. Working knowledge of relational databases particularly SQL.
- C. Familiarity with one or more reporting tools and data integration tools.
- D. Prefer experience with a higher education administrative software suite such as Ellucian.
- E. Experience in statistical data collection and dissemination.

V. Required Educational Background

Minimum of a Bachelor's Degree from a regionally accredited institution of higher education recognized by the US Department of Education.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.