

**ALABAMA A&M UNIVERSITY  
NORMAL, ALABAMA 35762**

**Position Title:** Director of Institutional Research

**FUNCTION**

Incumbent is expected to identify problem areas, such as: admission patterns, fiscal and management analysis, and sources of financial support in order to develop research procedures. In addition, the incumbent must conduct research and analysis to support administrative decision making. Develops, manages, and maintains management information system and data bases to support strategic and tactical planning and accountability. The office maintains a library of references on planning and institutional research as well as being a repository of statistical and analytical data on, and of interest to, higher education. Provides daily supervision of professional and non-exempt department personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs and coordinates activities concerned with research and evaluations of operations and programs of college or university.
- Coordinates research efforts and assists in evaluating research findings.
- Responsible for developing, maintaining, and utilizing data bases to satisfy routine needs and various ad hoc studies, pertaining to discipline accreditation needs, and information requests.
- Must design research methodology and pursues data collection and analyses of results.
- Utilizes enrollment, projections, surveys of students, and tracking to analyze student progress including attrition and retention studies
- Requires completion of some major reports required and/ or requested by various regulatory bodies or agencies.
- Responsible for annual production of a statistical profile of the university.
- Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- **Data Systems and Support:** Work with other offices to ensure the compatibility, reliability, and validity of institutional data to be used for reporting. Represents the Office of Institutional Research at meetings on systems implementation and data issues.
- **Hardware and Software:** Maintain a current working knowledge on hardware and software needs for the Office of Institutional Research to perform its function, such as but not limited to data retrieval software, software for data analysis, and software for creating finishing reports. Coordinate training of the Institutional Research staff as required.
- **Census Data:** To design, create, maintain, and document census files for internal and external reporting on Admissions, Enrollment, Degrees, Courses, Instruction, and Faculty, and others as needed. Create and maintain systems for maintaining census files, programs for extracting data and reports and documentation of all such activities.
- **External Reporting:** Responsible for external reporting to professional organizations and college guides. Creates reports, ensuring accuracy, and knowing when issues need to be referred to the Executive Director for clarification.
- **Internal Reporting:** Design and produce reports for support research, planning, and assessment activities. This includes, but is not limited to, longitudinal tracking and projection exercises, work in support of University committees or councils, and work in support of the needs of the University decision makers.