

(Please go to Alabama A& M University's Website for application procedures.)

@ www.aamu.edu

Office of Human Resources

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

Position Title: Director of Institutional Research and Planning

FUNCTION

Alabama Agricultural and Mechanical University, a Land-grant institution, located in Huntsville, Alabama seeks a strong viable candidate to provide direction and focus to the Office of Institutional Research and Assessment. The incumbent is expected to oversee and execute all aspects of institutional research, planning and assessment at Alabama A&M University utilizing statistical modeling and software to perform data and trend analyses. The position will regularly monitor and disseminate reports to administrators, undergraduate and graduate academic units in areas such as: admission patterns, fiscal and management analysis, and sources of financial support in order to develop research procedures and patterns. Also, the position is responsible for providing campus-wide leadership in assessment functions and technical assistance in (1) the development, implementation and continuous review of a comprehensive assessment plan linked to strategic planning, student learning outcomes, curriculum review and decision-making; (2) the development and maintenance of an archive of institutional data; and (3) the administration of research and appropriate statistical analyses in support of various University and external initiatives and reporting requirements. Qualified candidates will demonstrate understanding of and experience with best practices in outcomes assessment, including methods, measures, and approaches appropriate to the assessment of general education, undergraduate and graduate program learning outcomes, and the overall health of the University.

Additionally, the incumbent must conduct research and analysis to support administrative decision making. It is the expectation that this position will develop, manage and maintain management information systems 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.

The position will provide daily supervision of professional and non-exempt department personnel and will work with administrators, undergraduate and graduate programs to provide data, analysis and support with assessment of administrative and educational support programs; and in the accreditation and reaffirmation of academic programs; provide leadership and training in assessment and general IR functions. This position reports to the Vice President for Institutional Research, Planning and Sponsored Programs. The ideal candidate will hold at least a master's degree in a related area with 4-5+ years of professional experience in institutional research, planning and/or assessment. A doctorate degree is preferred. Experience in teaching in higher education level is preferred.

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.

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- 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.

For complete application package, please go to:
Alabama A&M University @ www.aamu.edu
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