

Search positions for Executive Director of Institutional Research & Assessment

Executive Director, Office of Institutional Research & Assessment	
Job Category	Administrative / Professional
Organization	200001 - VP ACADEMICS AFFAIRS OFFICE
Normal Work Schedule (i.e. Monday-Friday 8:00am to 4:45pm)	Monday-Friday
Appointment Type	Regular Full-time (Benefits eligible)
Job Summary	<p>The Executive Director is responsible for all facets of the operation of the Office of Institutional Research & Assessment and is responsible for seeing that the mission of the office is fulfilled. The mission is to collect, organize, maintain, and report relevant institutional data to support the University's management, operations, decision-making and planning functions. The office also serves as the responsible unit of the University for regulatory reporting of institutional data to the Alabama Commission of Higher Education and the federal government. The student assessment section manages and oversees the development or continuation, administration, scoring, analysis, and reporting of assorted institutional effectiveness assessment processes. It also assists in selecting research design, obtaining information, and interpreting results for various research requests.</p>
Additional Department Summary	
Required Minimum Qualifications	<p>An earned doctorate in higher education management, educational research, institutional research or academic or professional degree at doctoral level in economics, finance, organizational theory, social and behavioral sciences, or related field requiring quantitative and/or analytical skills and at least six years (6) experience in institutional research and assessment with training or experience in policy analysis. Training, experience and/or knowledge of technical and statistical procedures in both mainframe and server environments. Minimum of three years experience as a senior university administrator. Knowledge of higher education environment and understanding of the decision making context and operational management of colleges and universities, or equivalent experience in higher education. Effective leadership, planning, management, communications, teaching, and consultation skills (interpersonal, listening, speaking, and writing). Technical skills including: strategic planning, action-research, survey research, project management, systems analysis, measurement and statistics, and institutional research. Knowledge and experience using computer networks, relational database tools, statistical analysis software, spreadsheets, word-processing, and graphics software to develop executive information systems, decision support systems or institutional research applications.</p>
Job Open Date	04-13-2007
Job Close Date	05-15-2007