## Position Title: Executive Director, Institutional Effectiveness

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<th>Emp Class:</th>
<th>A1</th>
<th>Grade:</th>
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<th>Job Code:</th>
<th>A2966</th>
<th>Date Created:</th>
<th>October 2013</th>
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This is a regular, full-time exempt position, minimum 40 hours per week.

## POSITION SUMMARY

Develops, enhances and maintains information resources of all types to support short and long-range strategic decision-making, planning and institutional reporting. Oversees daily operations of the Office of Institutional Effectiveness in the collection and analyses of data while monitoring workloads to ensure service to the campus and external communities are provided in a professional, ethical, and timely manner.

## KEY RESPONSIBILITIES

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<th>Activity</th>
<th>% of Time</th>
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<tr>
<td>Assists University executive management, campus administrators and campus committees with research, planning, and analysis of institutional and/or comparative data used to support and enhance evidence-based decision making and policy formation in areas such as strategic planning, resource allocation, enrollment management, fiscal management, institutional effectiveness, and outcomes assessment. *</td>
<td>25%</td>
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<td>Provides leadership and direction for the design, development and maintenance of a system of longitudinal data bases containing data on students, employees, faculty, and academic programs. Consults with University departments to design and implement data warehousing capability for the Banner student records system and any new Banner system modules. Consults with ITS in developing and maintaining solutions in support of research needs. *</td>
<td>20%</td>
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<td>Researches and maintains practical and professional knowledge in current local, state-wide and national trends that affect the institution’s mission and goals. Ensures compliance with the reporting requirements of applicable agencies, overseeing the proper reporting of institutional data required by the federal, state and accrediting agencies or private sector firms, other educational institutions, and/or other external collectors of university data. Designs, develops and maintains an IE Web site to publish institutional data for internal and external audiences.*</td>
<td>20%</td>
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<tr>
<td>Develops methods for gathering, tracking, evaluating and maintaining institutional data. Facilitates institutional research activities in the management, analysis, interpretation, and reporting of various data and information used internally in institutional planning and assessment, including those associated with student success, enrollment forecasting, and institutional effectiveness at all levels. *</td>
<td>20%</td>
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<td>Provides data/analytical support for University initiatives. Reviews and drafts correspondence, speeches, position papers, high level reports, and action memoranda for the Provost, other officers and the Board of Regents. Serves on various University committees as necessary and appropriate. Maintain strict confidentiality in all matters, in any way, involving the University and its agents or employees that come to the attention of the incumbent through whatever means, except as publishable in carrying out specific enumerated responsibilities of the job.</td>
<td>15%</td>
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<td>Performs other related duties as assigned.</td>
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* Indicates an "essential" job function.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

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Job Description
Position Title: Executive Director, Institutional Effectiveness

WORKING CONDITIONS
Normal office situation. Requires travel, including overnight stays.

PHYSICAL EFFORT
Typically sitting at a desk or table. Light lifting or carrying 26lbs or less.

KEY JOB REQUIREMENTS

Formal Education: Master's Degree required.

Work Experience: 5 years to < 7 years.

Impact of Actions: Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.

Complexity: Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.

Decision Making: Highly Complex: Supervisor is available to review established departmental and/or organization objectives. Independent judgement is required to recommend departmental or organization objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.

Internal Communication: Requires regular contacts with internal persons of importance and influence. Involving considerable tact, discretion and persuasion in obtaining the cooperation of others. Requires the handling of delicate relationships and complex situations.

External Communication: Requires regular external contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with the public involving the enforcement of regulations, policies and procedures.

Customer Relations: Contact with customers involves more complex servicing over the telephone, in writing or in person to resolve complaints, make adjustments or correct mistakes about a selected service, product or capability.

Managerial Skills: Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plan, assign, and evaluate the work of subordinates for effective operation and results.

Knowledge & Skills: Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.

Special Skills: * The ability to work effectively with diverse groups.