

**JOB INFORMATION**

Effective Date	2/24/2022
Job Code:	2135
Job Title:	Director, Institutional Research
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	M3 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	The Director, Institutional Research will oversee Institutional Research staff and workload/activities. Oversees reporting processes and procedures to insure data integrity and accuracy in support of institutional mandatory reporting, strategic planning, policy formulation, assessment, accreditation, budgeting, and decision-making at all levels. The Director manages software and platforms in support of institutional research/reporting.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Mathematics, computer science, information science, or related field.	Required	
Master's Degree	Mathematics, computer science, information science, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable			

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• State, federal, and accreditation agencies' reporting methods and requirements.	Proficient
• Concepts pertaining to data management.	Proficient
• Quantitative and qualitative research methods.	Proficient
• Skilled in the use Microsoft Office, Outlook, Teams, Word, Excel, Access, and PowerPoint.	Proficient
• Experience using PeopleSoft.	Proficient
• Relational databases and query language.	Proficient
• Clear, precise, and effective written and oral communication skills in English.	Proficient
• Excellent organizational skills with ability to prioritize tasks and meet deadlines.	Proficient
• Produce neat and accurate work with an attention to detail.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Collaborate with campus community including institutional leaders, Information Technology to identify reporting needs and datasets, to maintain data warehouse, and to contribute to data governance initiatives.	30%
• Review, analyze, evaluate, implement, and manage quality control processes to ensure data integrity for all data processes.	10%
• Supervise the Institutional Research staff and student interns/work study.	10%
• Serve as the institution's state and federal reporting official/key holder.	10%
• Provides leadership, oversees and administers systematic and broad-based processes for supporting the institutional research activities.	20%
• Ensures that data and information are available to meet the strategic planning, decision-making, and programming/initiative evaluation needs.	10%
• Oversees the ad hoc data request process and supervises responses to requests for information.	5%
• Other related duties as assigned.	0%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description
0%	