



Savannah State University

Position Description –

Director of Institutional Research, Planning, & Assessment

POSITION DESCRIPTION

Position Title: Director of Institutional Research, Planning and Assessment FLSA Status: Exempt

Reports to: President

Division: Institutional Research, Planning, & Assessment

Date Prepared: Revised: September, 2010

BASIC FUNCTION

This position is established to ensure that comprehensive, reliable, and continuous information covering all aspects of university operations is available to the institution's constituents enabling informed decision making, sound strategic planning, and reliable organizational and program assessment. The position is responsible for official agency reporting, conducting formal studies of operations, guiding and advising personnel and units in developing their comprehensive plans, assessing and evaluating the effectiveness of plans and operations, and for maintaining formal liaison with various accreditation bodies.

NATURE & SCOPE

Reporting to the University President, this position leads in the area of research, planning, and assessment by providing the depth, breadth, and quality of research that enables leaders to make informed decisions and effective plans. Typically the Director serves on ad hoc teams and committees as a resource person or leader. The role on teams varies depending on knowledge and skills of other members. The incumbent may serve as "SME" and provide operational advice; at other times prepare materials and information for the team's deliberation. This position works internally with all areas of the University and externally with leaders of the University System of Georgia, various accrediting bodies, and research and planning professional organizations. The position is responsible for official agency reporting, serving externally as liaison to the Southern Association for Schools and Colleges, and within the USG system as liaison for documents and records Management and Chief Data Officer. This position is challenged to secure and verify accurate and reliable data on which to base research, assessment, evaluation and planning.

PRINCIPLE ACCOUNTABILITES

- BOR, State, Federal Reporting (IPEDS); Web Fact Book
- Student evaluation of instruction (by term)
- Miscellaneous surveys and ad hoc analytical projects and studies
- Serves as principal accreditation agency liaison
- Engages strategic planning, internal consultation, and committee support
- Oversees institutional documents, records, and assessment
- Serves as Chief Data Officer for campus.

SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED

Demonstrated familiarity with advanced statistical packages (SPSS, STATA, or SAS), familiarity with collegiate data systems and IPEDS reporting conventions, broad understanding of college and university affairs and accreditation practices, together with accomplished skills in writing, group work, and presentation are required. College teaching and administrative experience is preferred.

EDUCATION AND EXPERIENCE REQUIRED

Master's Degree required (research doctorate preferred) in education, behavioral science, or business fields together with documented prior experience in institutional research, strategic planning, and assessment.