**POSITION DESCRIPTION**

**TITLE:** Manager, Institutional Research  
**CATEGORY:** Professional  
**FLSA STATUS:** Exempt  
**GRADE:** H (TS)

**JOB SUMMARY:** Develop, implement, coordinate and maintain the District’s Institutional Research Information Systems and Records, manage the Districts faculty student performance appraisal technical support, install computers and other data systems for Institutional Research.

**ESSENTIAL FUNCTIONS:**

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<thead>
<tr>
<th>YEARLY PERCENT OF TIME</th>
<th>ESSENTIAL FUNCTIONS</th>
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<tbody>
<tr>
<td>30%</td>
<td>1. Plan, develop, implement, and maintain the District’s Institutional Research Information systems and related systems; analyze and define user computer and program needs; design new reports or modification of existing reports to ensure integrity and accuracy of Institutional Research Information for regulatory and government mandated reports and institutional effectiveness; design, in concert with department managers, personnel related reports to assist in the effective facilitation of departmental functions; develop, recommend, and evaluate short-and long-range technology goals and objectives; analyze and design resulting departmental hardware requirements; ensure implementation of approved plans; modify as appropriate.</td>
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<td>30%</td>
<td>2. Manage the District’s Institutional Research Records System to include receiving and processing of documentation, and related documents.</td>
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<td>3. Assist other departments in report generation, statistical information, and training for use in grant proposal, departmental management control measures, and institutional needs; develop and finalize data for State and Federal reports.</td>
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<td>4. Administer faculty student appraisal records system to include the generation, dissemination, and validation of documents.</td>
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<td>5. Identify, develop, and conduct individualized training for developmental staff as needed.</td>
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<td>5%</td>
<td>6. Provide direct supervision of staff to include coordinating and assigning work, personal/professional development, coaching, and performance management.</td>
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**REPORTING RELATIONSHIP:** Director, Institutional Research

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of functional area.
ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor’s degree.

EXPERIENCE: Four (4) years or related experience.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Proficient PC operation skills, computer programming and networking knowledge, interpersonal skills to work with all levels of personnel, management and outside agencies, judgment sufficient to handle confidential and sensitive information and strong decision-making skills; ability to work in a diverse environment and be sensitive to issues of diversity and inclusion.

2. **Equipment Used:** Personal/network computer systems, automated filing system and other equipment associated with an office environment.

3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

Duties require little physical effort in work with light (up to 10lbs), easy to handle materials. Duties performed causes light fatigue of eyes, fingers, or other faculties due to long periods of standing, sitting, and/or repetitive motion.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X

Employee Signature

Date

Revised: 2/27/18