**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:**

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.  
   **YEARLY PERCENT OF TIME:** 30%

2. Manage the District’s Institutional Research Records System to include receiving and processing of documentation, and related documents.  
   **YEARLY PERCENT OF TIME:** 30%

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.  
   **YEARLY PERCENT OF TIME:** 25%

4. Administer faculty student appraisal records system to include the generation, dissemination, and validation of documents.  
   **YEARLY PERCENT OF TIME:** 5%

5. Identify, develop, and conduct individualized training for developmental staff as needed.  
   **YEARLY PERCENT OF TIME:** 5%

6. Provide direct supervision of staff to include coordinating and assigning work, personal/professional development, coaching, and performance management.  
   **YEARLY PERCENT OF TIME:** 5%

**REPORTING RELATIONSHIP:** Director, Institutional Research

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

Effective: 10/1/04
ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor’s degree.

EXPERIENCE: Five (5) years 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.

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.