

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Director of Institutional Research | FLSA status: | Exempt |
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| DEPARTMENT: | Instruction | REPORTS TO: | Vice President of Instruction |
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Position summary: The Director of Institutional Research is responsible for research, effectiveness, assessment, and planning for the institution by collecting, analyzing, and providing accurate data and information for accountability purposes and for decision making. The selected candidate will oversee and coordinate comprehensive program of institutional research to provide necessary data to all segments of the college. This position reports directly to the Vice President of Instruction.

Position responsibilities:

- Collects student data and report, as requested, within appropriate time frames, such data to federal, state, and local agencies. These reports include IPEDS, THECB Accountability and closing the Gaps data, Legislative Budget Board Performance Measures, National Student Clearing House, and others.
- Responsible for overseeing institutional effectiveness and assessment data and assures all programs/departments are submitting timely and accurate reports on outcomes, assessments and evidence of use of results.
- Assist with the design of program review and provide related data to program and departments.
- Interpret and analyze a variety of information and complex qualitative and quantitative data; draw conclusions and make recommendations; measure progress against established standards as needed.
- Participate in and provide data for completion of reports such as accreditation self-study, internal and external surveys.
- Prepares annual break even analysis by instructional program.
- Design and conduct institutional research projects to assist the college in assessing institutional, program, and student learning outcomes, planning, enrollment management, accountability, policy formation decision making for use in institutional effectiveness.
- Collects data about academic and technical enrollments, contact hours and course offerings and report such data to the Vice President of Instruction.
- Develops the annual “Annual Fact Book” for the College President and the data necessary from various departments on campus.
- Prepares, distributes, collects, analyzes, and reports the results of surveys, and other information gathering devices needed for the institutional decision making process.
- Develops the procedure along with the instructional deans for tracking student graduates.
- Directs the annual student evaluation process with the instructional deans.
- Develop the following reports for Fall, Spring, Winter Term, May Term, Summer Semesters
 - Final Census Headcount History
 - Headcount Statistics
 - Workforce & Continuing Education Headcount History Unduplicated Enrollment
 - Declared Majors by CIP Code
 - Degrees Awarded by Level, Curriculum Areas by CIP Code by Academic Year
 - Certificates Awarded by Level, Curriculum Area by CIP Code by Academic Year
 - Annual Licensure Report Based on Program Level & CIP Code
 - Six-Year Enrollment, Completion, Success History Report by Discipline
 - Multiple Year Review of Contact Hours By Academic Programs
 - Maintain and update IR Webpage
- Attend events sponsored by the College
- Perform all other duties as assigned and assist Vice President of Instruction.

Minimum Position Requirements:

- Bachelor’s degree with emphasis in Statistical Research or related field required. Master’s degree desired. Three years’ experience with instructional technology and research computing preferred. Knowledge of research and data collection methods; information and data analysis; planning and evaluation techniques; formal reporting writing; experience with computer software use in data collection and analysis; knowledge of current methods of assessing student learning and institutional outcomes.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies) in distance education.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.