



## POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Director of Institutional Research	3/6/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Institutional Research	Monmouth Campus
Reports to	Reports to Position Number
Provost & VP of Academic Affairs	E99743
Incumbent	Position Number
TBD	E98016

SUMMARY
Please provide brief summary of the position.
The Director of Institutional Research oversees the Office of Institutional Research (IR) and implementation of key institutional research functions, including research, reporting, and support of university and senior leadership initiatives. The Director is expected to be fluent in methods and tools for data collection, analysis, and reporting, and will regularly need to exercise these skills; however, their primary role is to provide leadership for the University in continuing to build and grow a data-driven culture. The Director also drives the overall vision of the IR office by implementing effective strategies to support the centralized collection, management, analysis, interpretation, and reporting of data, information, and evidence.

### PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
(Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
45%	Provide leadership for the University around data-driven decision making. <ul style="list-style-type: none"> <li>Support the work of the President, Provost, and other senior leadership and assist them in identifying data that can be used for planning, decision-making, and assessment purposes.</li> <li>Collaborate with and provide thought leadership to members of the University community who need data identified, collected, analyzed, or interpreted to meet institutional objectives.</li> </ul>	Essential

	<ul style="list-style-type: none"> <li>Regularly review University policies around data collection, reporting, and dissemination. Make updates as needed, including the creation and retirement of policies where appropriate. Collaborate with other units whose policies relate to or intersect with the IR scope.</li> <li>Develop strategic plans for growing and maintaining the university's analytic and data capacities.</li> <li>Establish and maintain effective, collegial working relationships with campus constituents.</li> </ul>	
45%	<p>Manage the work of the Office of Institutional Research.</p> <ul style="list-style-type: none"> <li>Oversee and coordinate reporting for external bodies (e.g., IPEDS, HECC, NWCCU, etc.) and data for internal University constituents, including both recurring reports and ad hoc requests.</li> <li>Assist IR staff in ensuring that generated and reported data is accurate, clear and understandable, timely, and appropriate/responsive for the request or question.</li> <li>Work with IR staff to design, create, and maintain on-demand resources for University constituents, such as dashboards, visualizations, fact sheets, and executive summaries.</li> <li>Oversee the development and maintenance of the IR website, network drives, and other information-sharing tools.</li> <li>Supervise IR staff, and coordinate regular opportunities for professional development.</li> <li>Oversee the operations, budget, and resource allocation of the department.</li> </ul>	Essential
10%	Other duties and projects as assigned.	Essential

### EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two-year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data Analytics, Statistics, Mathematics, Computer Science, or a related field.
Master's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Experience in institutional research or a related field	3-5 Years	Choose an item.	
Experience with large datasets, querying tools, and/or database programming language	3-5 Years	Choose an item.	

Documented experience in research, proficiency in written and oral communication skills; demonstrated ability to exercise sound judgment in decision-making. Evaluation of these skills will occur through interviews and reference checks.	1-2 Years	3-5 Years	
Experience in maintaining confidentiality and discretion	1-2 Years	Choose an item.	
Experience supervising a team of employees	No Experience	1-2 Years	

### SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Fluency with statistical analysis software (e.g., R, SPSS, SAS) and data visualization tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of relevant laws, regulations, and best practices in institutional research.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excellent problem-solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to work flexibly and effectively in a collaborative work environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Comfort or experience with the higher education culture and environment and with a public sector employer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input checked="" type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for professional license, registration, or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

### SUPERVISION

Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>

Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input checked="" type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Senior Institutional Research Analyst	1
Institutional Research Analyst	1
Graduate Assistant and/or student employee	1-2

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

### DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	School/College/Division + University
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Budget Authority
Operating Budget (\$):	\$ 375,000 (approx.)
Grant Funding (\$):	\$ 0
Number of Grants:	
Foundation Funding (\$):	\$ 0
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

### WORKING CONDITIONS

<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers

<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
<input type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
<input type="checkbox"/> Walking/Running	<input type="checkbox"/> Writing

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input checked="" type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

**ADDITIONAL REQUIREMENTS**

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

**ACKNOWLEDGEMENT**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date

Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

**HR USE ONLY**

Received by:	Date
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Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFAC <input type="checkbox"/> Electronically Filed			
NOTES:			