

Family: Academic Services

Level: AM1

Position Profile Title: Administrator 1-Inst Research

Salary Grade	Minimum	Midpoint	Maximum
9	\$104,100	\$143,112	\$182,112

PROFILE SUMMARY:

Positions in this job profile are responsible for the oversight and management of the overall operations of institutional research across the University. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Administrator 1-Inst Research profile is the overall administration of the University's institutional research functions. These functions provide analysis and data to executive leadership and partner groups for decision-making, strategic planning efforts and institutional enhancements. Positions have overall strategic and fiscal responsibilities for an academic program or center and supervise other managers that carry out the strategic plan in functional areas.

PRIMARY POSITION RESPONSIBILITIES:

1. Overall administration and coordination of resources and activities pertaining to the effective collection, analysis, interpretation and presentation of institutional information needed for data-based decision-making, strategic planning and institutional enhancements.
2. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
3. Develop, implement and oversee institutional research department budget.
4. Ensure compliance with applicable laws, rules, regulations, and policy.
5. Maintain internal and external relationships to promote and develop the mission and strategies of institutional research department, including collection and dissemination of information related to student retention, enrollment, graduation, faculty and staff information, and university metrics.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Donors and Alumni
- Student/Parents



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- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean or other senior level administrator.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves program budget and exceptions to program budget. Assists in the development of the division/college/overall organization

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Master's degree in related field with 6-8 years of experience in management responsibilities.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.