Saint Michael’s College
Job Description

Job Title: Director of Institutional Research and Communication

Department: Institutional Research

Supervisor or Manager: The Provost

Date Created: 07/11/2005
Last Revised: 07/11/2005
FLSA Status: E

Approved by (print name): ________________________
Signature: ________________________

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- A resource is provided for College management to analyze and interpret data relevant to planning and decision-making
- Accurate and timely information is provided to meet the needs of College decision-makers
- Environmental scanning is available for purposes of short and long-term opportunity and risk analysis
- Internal and external reporting requirements are completed in a timely and accurate manner
- A culture of inquiry, observation, and analysis on campus is fostered
- Longitudinal/database information is accessible for purposes of historical inquiry
- Sound research methodologies and survey instruments are developed
- The best available technologies are utilized to most effectively conduct necessary duties
- A collaborative and helpful work environment is promoted among the many offices

Essential Duties and Responsibilities:
- Coordinates, develops, conducts and compiles institutional studies and analyses
- Establishes and/or supports consistent formats and timing for regular reporting processes including current and appropriate historical data
- Facilitates opportunities for campus units to communicate results of research in appropriate manners
- Conducts presentations as needed to relay reporting results, studies and special projects to the campus community and college committees (including the Board of Trustees)
- Supports on-going data collection needs for college-wide grant proposal efforts
- Produces annual Factbook for campus-wide use
- Assists in setting up assessment instruments, such as surveys (Alumni Survey, Senior Survey, Advising Survey, etc.) and completing interpretive reports for management, faculty, etc.
- Produces reports for and supervises input to Assessment web page
- Supervises collection and entry of data for Student Activities Report and the Faculty Scholarly/Creative Efforts Report
- Participates in committee work including: Academic Affairs Council, Campus Culture Committee, Retention Committee, Enrollment Management Committee, Marketing Committee, Web Advisory Committee (Web Council)
- Collects and maintains library of studies and reports about Saint Michael's College
- Utilizes Datatel, SPSS, Microsoft Office, IPEDS Peer Analysis Tool in conducting the above duties

Secondary Responsibilities:
- Serves as ex officio on the Campus Culture Committee and Strategic Planning Committee
- Completes a variety of questionnaires that don’t fall under the category of “major” external reports

Positions Supervised:
- Administrative Assistants (2), part-time
- Work-Study Students (1)
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**Position’s Major Contacts:**
- The Provost
- Associate Deans
- Registrar
- President’s Office
- Vice President for Enrollment Management
- Director of Admission
- Director of Marketing
- Dean of Students
- Director of the Library
- Director of Finance
- Department of Institutional Advancement
- Vice President for Human Resources
- A broad range of faculty members
- The Board of Trustees

**Demonstrates Excellence in this Position:**
- Provides the best possible information to decision-makers for the good of the College
- Exhibits a high tolerance for multi-tasking and deadline specific duties as well as accuracy in the details
- Strong analytical skills and mastery of technology in one’s daily work
- Fosters an environment of collaboration, working well at all levels with each functional area of the college
- Maintains the highest integrity in the quality of information produced by this office
- References the *Code of Ethics* published by the Association for Institutional Research for guidance on “best practices” when evaluating behavioral and performance standards, which reflects the quality of work produced in this office

**Education and Work Experience Required:**
- Advanced degree
- Experience in statistical analysis, survey and internet research, report generation, and the collection and maintenance of institutional data sets
- Previous background that demonstrates an understanding of the broad issues and trends in higher education
- Strong organizational, interpersonal, written and oral communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

**Analytic Skills Required:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation

**Language and Literacy Skills Required:**
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills Required:**

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<th>Intermediate</th>
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Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range

While performing the duties of Director of Institutional Research and Communication, the employee occasionally must lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Some irregular hours during particularly busy times of the year

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.