

**Pittsburg State University
Position Description**

Section 1. Basic Position Details

	Current	Proposed Change
Position Name-Code (Number)	Director of Institutional Research and Planning*G2000259	Director of Institutional Research *G2000259
Position Type	Staff Unclassified-12 months-Benefits	
Department	Registrar	
College/Division	Academic Affairs	
Job Name	Director	
Job Code	040300	
Location (where employee works)	Pittsburg, KS	
Work Schedule		
Days Worked	M-F	
Hours	8:00 a.m. – 4:30 p.m.	
Line Manager Position Name-Code	Registrar*G2000351	
PD Updated Date	5/27/20	

Section 2. Reason for Position Description Update (Existing Positions only)

To revise education and experience, remove *Planning* from the title.

Section 3. General Description of Position – Primary Function, Supervision and Instruction Received and Interactions

Primary Function of Position:

The primary function of the Director of Institutional Research is to: (1) perform traditional institutional research functions such as interpreting and disseminating data for appropriate internal and external audiences, ensuring compliance with reporting requirements for accrediting bodies, the Kansas Board of Regents, and governmental entities; (2) support the University’s strategic planning process and monitoring process.

Supervision and Instruction Received by Employee:

The Director of Institutional Research reports to the Registrar. Supervision is under general direction. Assignments are made in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy and practice.

Interactions (purpose, with whom, frequency) of Employee:

The Director of Institutional Research collaborates with staff within the Office of Institutional Effectiveness to ensure all office functions are met in a timely manner. The Director of Institutional Research also interacts regularly with unit leaders to provide leadership and support for campus data needs.

Section 4. Duties and Responsibilities of Position

75% Institutional Research (Essential)

- a. Provide data and information to enhance institutional planning and decision making (e.g., student enrollment and success, faculty workload, staffing and hiring patterns, etc.).
- b. Ensure accuracy and timely compliance in IPEDS reporting.
- c. Coordinate preparation to assure accuracy and timeliness of KBOR reports and KSPSD data submissions.
- d. Maintain the Common Dataset.
- e. Compile, review for accuracy, and submit US News and other similar external data requests when appropriate (serve as point of contact for such requests).
- f. Conduct *ad hoc* studies to support institutional initiatives.
- g. Develop and maintain internal and external web site presence and access to institutional research data for key stakeholders.
- h. Provide relevant data for program review.

10% Committee Service

- a. Chair the Data Governance Committee
- b. Serve as a member of the University Committee on Student Learning
- c. Represent the Office of Register on other committees, as assigned by the Provost or Registrar.

5% Strategic Planning (Essential)

- a. Work with university leadership on development and periodic review of the institution’s strategic plan.
- b. Monitor implementation of the strategic plan and report on progress.
- c. Serve on committees as assigned by the Registrar.
- d. Provide training to unit leaders in preparation of unit planning documents as required.
- e. Provide content for Annual Executive Summary for President.

5% Accreditation Activities (Essential)

- a. Prepare the Annual Institutional Data Update
- b. Serve on Higher Learning Commission Accreditation Committee.
- c. Provide support for HLC accreditation activities as needed.

5% Other Duties as Assigned (Essential)

- a. Perform any other related duties as required or assigned.

Section 5. Leadership, Supervisory or Management Responsibilities

Mark an “X” next to the one statement which best describes the job, if applicable.

	Lead worker (assigns, trains, schedules, oversees, or reviews the work of others)
	Supervisor (plans, staffs, evaluates and directs work of employees in a work unit)
	Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers)

Indicate the number of employees led, supervised, or managed, based on the categories below, if applicable.

	Student employees, including Graduate Assistants
	Regular part- or full-time employees
	Temporary and/or seasonal employees

Section 6. Education and Experience – Required at Hire and Preferred

Required Education and Experience at Hire -

- Master’s Degree
- 3 or more years institutional research or related experience that demonstrates proficiency in:
 - Analyzing data using statistical software applications (e.g., SPSS or SAS)
 - Research design and methodology in an academic setting
 - Presenting complex data in different formats appropriate for the targeted audience

Preferred Education and Experience -

- Doctorate
- Experience working with accrediting agencies (institutional and discipline specific),
- Experience overseeing major institutional surveys projects
- Experience meeting external reporting requirements (e.g., IPEDS, governing boards)
- Experience supporting strategic planning and program review processes

Section 7. Competencies – Knowledge, Skills and Abilities (KSA’s):

A. Knowledge

Academic Advisement – Knowledge of the process to assist students in clarifying their educational goals and developing an educational plan for the realization of these goals.

Accounting - Knowledge of accounting principles and practices, including payroll processing, and the reporting of financial data, including higher education and non-profit accounting.

Budget - Knowledge of budget construction processes and budget management experience.

Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and designing forms.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Grant Writing and Administration – Knowledge of grant writing, management and reporting.

Higher education and non-profit accounting – Knowledge of higher education and non-profit accounting, including fund and federal fund management.

Higher Education Administration & Management - Knowledge of higher education administration and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and academic assessment, evaluation and accreditation.

- Information Technology** - Knowledge of current practices in information technology and applications, including application of technology to the teaching/learning process, including distance learning.
- Labor Relations & Collective Bargaining** – Knowledge of the principles and practices for working with employees covered by Memorandum of Agreements or union contracts.
- Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Mathematics** — Knowledge of arithmetic and algebra and their applications.
- Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, personnel information systems and resolution of grievances.
- Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Shared Governance** – Knowledge of the principles and methods of working in an environment where responsibility is shared by faculty and administrators.
- Student Assessment and Advisement** – Knowledge of learner outcome assessments and student advisement principles and practices.
- Student Recruitment and Retention** – Knowledge of principles of student recruitment and retention.
- Student Support Services** - Knowledge of enrollment management, financial assistance, admissions, registrar & housing operations and functions.

B. Skills

- Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination** — Adjusting actions in relation to others' actions.
- Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Instructing** — Teaching others how to do something.
- Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics** – Using mathematics to solve problems.
- Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation** — Bringing others together and trying to reconcile differences.
- Persuasion** — Persuading others to change their minds or behavior.
- Programming** — Writing computer programs for various purposes.
- Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- Research** – Using an organized and systematic way to answer questions.

Science — Using scientific rules and methods to solve problems.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Time Management — Managing one's own time and the time of others.

Writing – Communicating effectively in writing as appropriate for the needs of the audience.

C. Abilities

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways **Collaboration** - Ability to work collaboratively with all stakeholders (faculty, community partners, staff, etc.) to build/sustain internal and external relationships.

Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.

Delegation - The ability to empower another to act.

Diversity- The ability to effectively work in a diverse educational setting.

Fluency of Ideas - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules, and the ability to negotiate contracts and agreements.

Multi-Task and Deadlines - The ability to manage multiple tasks and meet deadlines.

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Relationships-The ability to work in a collegial environment with shared governance, and to establish and cultivate relationships inside and outside the University.

Selective Attention - The ability to concentrate on a task over a period of time without being distracted.

Speech Clarity-The ability to speak clearly so others can understand you.

Speech Recognition - The ability to identify and understand the speech of another person.

Written Comprehension -The ability to read and understand information and ideas presented in writing.

Written Expression - The ability to communicate information and ideas in writing so others will understand

Section 8. Environmental Conditions (Hazards, Risks or Discomforts)

- General office conditions.

Section 9. Equipment or Machines Used

- Computers and Peripherals.
- Office Equipment, such as printers, copiers.

Section 10. License or Certification Required by Statute or Regulation

- None.

Section 11. Additional Requirements

- Regular attendance is a necessary and essential function.
- Must be able to work hours and days assigned to the position.
- Satisfactory Pre-Hire Background Check:
 - Sex Offender Registry Check
 - Criminal Record

Section 12. Signatures:

Line Manager/Supervisor

Signature:  Title: Registrar Date: Aug 17, 2020
Melinda Roelfs (Aug 17, 2020 08:29 CDT)

Department Head or Dean (optional)

Signature: _____ Title: _____ Date: _____

Associate Vice-President, if applicable (optional)

Signature: _____ Title: _____ Date: _____

Division Head (optional)

Signature:  Title: Provost Date: Aug 17, 2020
H W Smith (Aug 17, 2020 08:30 CDT)

**SEND THE COMPLETED POSITION DESCRIPTION TO
HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW**

Section 13. IE & HRS Signatures:

FLSA Status: Non-Exempt Exempt (Exemption Test: _____)

Institutional Equity

Signature:  Title: Director Date: Aug 17, 2020
Cindy Johnson (Aug 17, 2020 08:31 CDT)

Human Resource Services

Signature:  Title: Asst Dir HRS Date: Aug 18, 2020
Debbie Amershek (Aug 18, 2020 09:40 CDT)