

DIRECTOR OF INSTITUTIONAL RESEARCH AND ASSESSMENT– PSU

Function of Job:

Under administrative direction of responsible administrative official, direct all institutional research and assessment; coordinate all accreditation and assessment reviews for the university, which involve both undergraduate and graduate academic and student affairs areas.

Characteristic Duties and Responsibilities:

1. Administer and coordinate data acquisition/collection of university data, related data processing activities, and reporting functions to meet federal, state and governing agencies accountability requirements.
2. Perform institutional research and/or planning activities, including producing and providing direction for analytical studies for strategic planning, enrollment management, program evaluation budgeting decisions, and assessment.
3. Direct and/or design and administer internal surveys and studies as assigned and oversee the administration of external studies.
4. Assess data management needs and make recommendations for software purchase and/or upgrades to accommodate increasing data needs.
5. Develop and maintain data, and generate reports, analysis, and assessments as needed.
6. Direct preparations and coordination of accreditation reviews and assessment projects.
7. Establish and maintain communication with various college constituencies, including President and staff, campus administrators, and with state, and government agencies.
8. Coordinate programs with USNH Institutional Research and other USNH offices as necessary.
9. Attend academic/administrative meetings as requested, and serve on various committees as appropriate.
10. Hire, train, and evaluate assigned staff.
11. Maintain up-to-date professional knowledge in institutional research, accreditation, and assessment through familiarity with federal/state/regional planning/program efforts and/or review of legislation and agency agendas and trends in higher education.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree and at least five years of experience in qualitative and quantitative assessment design and analysis and with descriptive and inferential statistics.
2. Excellent organizational, analytical, and communication skills.
3. Knowledge of data gathering, analysis, and interpretation related to trends in higher education.
4. Knowledge of current assessment and evaluation practices.
5. Advanced computer skills as described by the department, including experience with complex relational databases.

Additional Desirable Qualifications:

1. Doctorate in relevant field involving application of advanced statistical analysis and research methodology.
2. Work experience in a university setting.

7/1/06
System Approval

7/1/06
Effective Date

*Revised – original approved 8/7/75 as “Institutional Research Analyst” and revised 10/30/79 under current title.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

