

INSTITUTIONAL RESEARCH SPECIALIST*

Function of Job:

Under administrative direction of responsible official, to be responsible for management of a college institutional research program, providing leadership in the conduct of analytical studies on all facets of campus operations, activities and program development, as assigned.

Characteristic Duties and Responsibilities:

1. Administer and coordinate assigned college data acquisition/collection, related data processing activities, and reporting functions to meet federal, state and governing agencies accountability requirements.
2. Be responsible for campus institutional research and/or planning activities, including producing and providing direction for analytical studies for college strategic planning, enrollment management, program evaluation and budgeting decisions.
3. Assist in the development of management information systems, including priorities for software acquisition/application and data retrieval.
4. Supervise maintenance of related computerized files and other data.
5. Establish and maintain communication with various college constituencies, including President and staff, campus administrators and government agencies.
6. Coordinate program with USNH Institutional Research and other USNH offices as necessary.
7. Attend academic/administrative meetings as requested, and serve on various committees as appropriate.
8. Be responsible for training staff members in uses of existing MIS.
9. Maintain professional knowledge of "state-of-the-art" in institutional research through familiarity with federal/state/regional planning/program efforts and/or review of legislation and agency agendas.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree and at least three years of experience with descriptive and inferential statistics, computer applications, large data bases, and statistical packages such as SAS and SPPS.
2. Excellent analytical and communication skills.
3. Demonstrated ability to independently conceive, design and conduct research using statistical techniques.
4. Ability to prepare effective reports on results of investigation.
5. Experience in developing management information systems.

6/16/88
System Approval

6/16/88
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.