JOB DESCRIPTION

Assistant Director for Institutional Research

Definition of Class
This is a supervisory position in which the incumbent manages the collection, analysis, and reporting of complex data for institutional, state, and national entities. Incumbent oversees the development of computer programs that run against the University’s student, faculty/staff, and financial databases. Incumbent exercises discretion and independent judgment in the use of appropriate statistical analyses to support decision making. This position reports to the Director.

Examples of Work Performed
Manages the collection, analysis, and reporting of complex data to administrators, faculty, students, and external entities, as well as the IHL and federal government (IPEDS).

Designs and conducts statistical analyses and communicates complex statistical information in writing, verbally, and graphically for diverse audiences.

Responds to ad hoc requests from internal and external constituencies; coordinates key office publications.

Designs and implements institutional surveys (e.g. new freshmen and new transfer survey; undergrad and graduate alumni survey), as well as nationally-normed surveys (e.g., NSSE, HERI). Analyze results and prepare reports using best visual design principles.

Coordinates with IHL Board Office to ensure compliance with data requests. Coordinates with staff from campus offices (e.g., Information Technology, Registrar, Graduate School) to ensure timely and accurate reporting of data.

Serves as the resident “expert” on statistical and reporting best practices and tools.

Provides website support for the office and ensures accuracy of data content.

Represents the Director in areas of assigned responsibility in his/her absence.

Represents the office on University and external committees.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the collection, analysis and reporting of complex data to diverse audiences.
2. Designs and conducts statistical analyses and communicates results effectively.
3. Coordinates with IHL Board Office and campus offices to ensure compliance with state reporting requirements.
4. Designs and implements institutional and national surveys; reports results.
5. Responds to ad hoc request from internal and external constituencies; coordinate key office publications.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements**: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion**: The incumbent may be required to lift up to approximately 10 pounds.
- **Vision**: Requirements of this job include close vision.
- **Speaking/Hearing**: Ability to give and receive information through speaking and listening.
- **Motor Coordination**: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to talk or hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; and taste or smell.

**Experience/Educational Requirements**:

- **Education**: Master’s Degree in related field from an accredited college or university.
  
  AND

- **Experience**: Two (2) years of experience related to the above described duties.

- **Substitution Statement**: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer*

*The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*