Position Title: Director of Institutional Research  
Location: San Antonio main campus  
Office/Department: President/Institutional Research, and Effectiveness  
FLSA Status (Exemption Category): Exempt  
Work Status: Reports To: Senior Director of Institutional Research and Effectiveness (SDIRE)  
Supervisory Responsibility: Office support staff and students  
Created/Revised by (Date): Jeffrey E. Kantor (10/16/13)  
Approved by (Date): P. Vargas, Director of Human Resources (10/17/13)

Job Summary:  
Reporting to the Senior Director of Institutional Research and Effectiveness, the Director of Institutional Research (DIR) conducts a wide variety of qualitative/quantitative analyses to guide policy and to evaluate academic and administrative processes. The DIR is responsible for performing statistical analyses of data and presenting findings in narrative, tabular and graphical forms, while producing, submitting and disseminating technical reports.

Essential Functions:  
1. Implement and manage multiple survey research projects using appropriate applied research principles and project management tools to accomplish data collection, data management, data analysis and reporting.  
2. Maintains internal/external databases and data dictionary used in drafting technical documentation.  
3. Completes internal/external requests for information while managing individual workflow and projects with shifting priorities and deadlines.  
4. Maintains integrity of internal Our Lady of the Lake data used for technical reporting.  
5. Maintains Our Lady of the Lake "Fact Book".  
6. Automates reporting, where possible.  
7. Implements, oversees and ensures data quality within data warehouse.  

Additional Responsibilities:  
1. Performs all other duties as assigned.

Knowledge, Skills, and Abilities:  
1. Knowledge of the institutional research with particular respect to such organizational datasets/surveys as: IPEDS, Southern Association for Colleges and Schools (SACS) Annual Institutional Profile, NSF/NIH, AAUP, CUPA, and US NEWS & World Report.  
2. Excellent technical computer skills with proficiency in working with datasets, spreadsheets and word-processing applications.  
3. Designs studies, performs statistical modeling, develops datasets to include manipulating, merging, restructuring, and analyzing. Administers and interprets survey research.  
4. Ability to generate hypotheses and demonstrate a proactive approach to investigation.  
5. Ability to manage multiple short-range and long-term projects simultaneously.  
6. Commitment to accuracy and an eye for attention to detail.  
7. Data warehouse and Datatel experience, preferred.  
8. Experience automating reports through programming, prefer IBM/SPSS syntax.
Experience & Education Requirements:
1. Bachelor’s degree with training in statistics, operations research, psychology, economics, or other quantitative social science/research related field. Graduate degree preferred.
2. One year relevant experience in applied statistics, survey research, data management, data analysis and project management required.
3. One year of experience with a statistical package (such as SPSS, SAS, STATA) and/or database query and reporting tools.
4. Minimum of one year of experience in Institutional Research or two years of experience in business analysis/market research.
5. Good verbal and written communication skills are necessary as well as strong problem solving abilities. Documentation of technical writing ability required.
6. Experience building and maintaining client relationships is required.
7. Must be able to work effectively individually and in a team environment.

Minimum Starting Salary:  (Actual salary offered subject to qualifications)
Applicant deadline:  Open until filled

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