The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

**General Function:**
Directs the development and implementation of a comprehensive program to enhance the institutional effectiveness of the college.

**Characteristic Duties and Responsibilities:**
2. Manages data analysis activities and ad hoc requests.
3. Manages budget for planning and research.
4. Coordinates activities with other Institutional Research staff.
5. Research, develop, implement, analyze and disseminate findings of internal research projects (for CPCC faculty and administrators).
6. Works with units across the college to develop surveys and assessment instruments.
7. Performs other duties as assigned.

**Reporting Relationships:**
**Direction Received:** Reports to Associate Vice President for Institutional Research
**Direction Given:** Lead, coordinates and monitors work of other administrative support staff/professional research staff

**Minimum Requirements:**
Master’s degree from an accredited institution and 4 years of related experience in institutional research, institutional effectiveness, or assessment

**Knowledge, Skills, Abilities and Worker Characteristics:**
Knowledge of practices, theories and concepts relating to developing and assessing surveys
Knowledge of administration of higher education institution and accreditation requirement and guidelines
Knowledge of basic statistical theories and principles
Proficiency with online survey software
Demonstrated ability to analyze, interpret and present data

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

August 2010
Job Title: Director Institutional Research  
Grade: N  
Department: Institutional Research  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Ability to work effectively with people of varying levels of education and diverse backgrounds  
Ability to work in a team environment  
Strong communication skills, particularly listening skills  
Supervisory and leader skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

August 2010