

**OREGON UNIVERSITY SYSTEM
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title:	Associate Director	<input type="checkbox"/> New Position
Department:/Org:	Institutional Research Services	<input checked="" type="checkbox"/> Revised Date: 11/19/09
Employee Name:		<input checked="" type="checkbox"/> Exempt (from overtime)
Reports To:	Assistant Vice Chancellor for Institutional Research	<input type="checkbox"/> Non-Exempt (overtime eligible)
Actual FTE:	1.0	Position Number: Job Group: 30

GENERAL DESCRIPTION OF THE POSITION

The Associate Director, under the general direction of the Director, plays a leadership role in identifying, acquiring, managing, and integrating educational data for OUS and peer institutions for the purposes of centralized reporting, comprehensive analysis, performance measurement, planning and policy development.

The Associate Director will acts as backup to the Director of Institutional Research and, in his absence, fulfills all of the responsibilities of managing the Office of Institutional Research.

DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME

- (5%) Performs all the roles of the Director in his absence
- (5%) Assists in the management and ongoing development of the Student Centralized Administrative Reporting File (SCARF), including definition, collection, validation and integration of OUS universities' data into a longitudinal data warehouse.
- (10%) Represents OUS as an information expert on internal and external committees having to do with student, course, faculty, program and degrees data collected by the Chancellor's Office, both current and historical, and their intended use, interpretation, reliability, and availability.
- (5%) Maintains currency with national and regional educational issues to assist policy makers with information and resources critical to their decisions.
- (30%) Provides comprehensive studies, develops models, and generates reports that aggregate, analyze, and explain student, course, faculty, and related data in support of Oregon University System policy development, using appropriate databases, and analytic tools.
- (20%) Writes and maintains programs to produce reports and studies on a variety of topics with other staff on issues including enrollment, student demographics, faculty salaries and compensation, retention and graduation rates and reports associated with the OUS Fact Book. Builds underlying databases to support these and other Institutional Research studies.

information along with the ability to move from complex reporting instructions to consistent and readable reports.

- Skill in research design, data gathering and manipulation, and statistical aggregation and analysis, including the ability to present information clearly using appropriate database, spreadsheet, and graphical tools. Critical to the design process is the ability to anticipate the data consumer's unexpressed needs and questions.
- An understanding of data collection, validation, storage, and retrieval techniques using both sequential files and relational databases (especially Oracle RDBMS) and the ability to handle large data sets efficiently. Facility in the design and manipulation of large databases and close familiarity with the structure of individual institutions' student and human resource information systems.
- Ability to make decisions on routine and special matters, including:
 - *Management decisions*: In the absence of the director, all decisions required to manage the Office of Institutional Research.
 - *Information resource management*: Evaluate traditional organization of stored data and computer programs in light of advances in technology; redesign for improved accessibility, efficiency, and reliability.
 - *Work flow decisions*: Prioritizing tasks. Organizing and scheduling projects. Remaining flexible in order to maintain scheduled production while meeting the rapid turnaround required for *ad hoc* requests.
 - *Project design*: Design projects, estimate availability of resources, select appropriate applications and analytic tools, transform design into efficient algorithms, translate into program code.
 - *Data selection and presentation*: Structure reports and studies according to their probable use and the sophistication of their audience; determine their content and level of detail accordingly. Balance urgency of a project with need for care and thoroughness.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of education in Oregon including K-12, community college, private and public higher education, and of higher education throughout the U.S.
- Knowing how to collect and synthesize institutional, state, and national data into a functional knowledge base so that policymakers have the information they need to make sound choices.

- Strong communication and interpersonal skills. From program documentation to interoffice memoranda or the presentation of research, the position requires the ability to write clear, organized, and economical prose. At the same time, the position requires the ability to work collaboratively with a variety of constituencies – including other staff in the Chancellor's Office, staff at individual institutions, and members of external agencies – to provide direction, advice, coordination, and help in the collection, interpretation, and use of data.

ADDITIONAL INFORMATION

In order to keep abreast of technological advances and ever-increasing demands for more and different information by policymakers, this position requires regular professional growth and the continual acquisition of new knowledge and skills. Such development comes from many sources: continuing formal education, participation in professional organizations, attendance at technical workshops and conferences, and, for such things as learning a new software application or programming language, experimentation and study on one's own.

WORKING CONDITIONS

This position is based in Eugene, Oregon. Infrequent travel within the state required.

Based on criteria under OAR 580-23-0010, it has been determined that this position is a critical or security sensitive position that requires a criminal background check.

Employee Signature Date

Supervisor Signature Date

Human Resources Date