



**DATE ISSUED:** 06/07

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Manager, Institutional Effectiveness & Research

### **JOB SUMMARY**

Performs administrative and technical work in the Office of Institutional Research. Has responsibility for directing, planning, organizing, staffing, and controlling all functions of this office. Work is performed under general supervision of Associate Vice President for Institutional Effectiveness and Research with broad latitude for initiative and independent judgment and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Vice President of Institutional Effectiveness and Research

*Supervises:* Senior Institutional Research Analysts and student workers.

### **PRIMARY DUTIES - May include, but not limited to the following:**

Assumes responsibility for accuracy and timeliness of all reports.

Supervises development and maintenance of databases for reporting and analysis.

Coordinates design and maintenance of computer applications using programming expertise in statistical software and mainframe applications.

Establishes procedures for increasing data accuracy prior to creation of snapshot data files and transmittal to THECB.

Coordinates collection, extraction, and reporting of data required by external agencies.

Supervises staff in Institutional Research.

Coordinates completion of ad hoc data requests.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

Bachelor's degree in social science, computer science, mathematics, business or related field involving course work in research design, data analysis and/or statistics. Master's degree preferred.

**EXPERIENCE**

Five years experience in higher education with at least two years experience in institutional research. Experience in preparing reports and presentations for administrators and faculty.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to plan, direct, and evaluate a complex operation, using people, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with administrators, faculty, staff, students, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***