

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Institutional Effectiveness**

Job Code: **2135**

Pay Grade: **070** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or an equivalent combination of education and experience.	
Experience	Ten plus years experience performing institutional research functions. Solid knowledge of THECB CBM reports and other state and federal reporting requirements. Ability to design surveys and conduct statistical analysis. Experience in producing institutional research reports and writing executive summaries and survey reports. Advanced knowledge in SPSS, Database, Excel.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Assume day-to-day operation of OIE in the absence of Executive Director. Coach analysts to ensure state/federal reports are filed accurately and in a timely manner. Responsible for all aspects of institutional and survey research. Represent OIE in committee meetings and build strong positive relationships with faculty and staff. Communicate regularly with Director to establish priorities and responsibilities.

Duties and responsibilities	% Time
Complete institutional research reports in a timely manner to provide the campus community accurate, concise, and clear data for decision making	50
Coordinate with research analysts to ensure state and federal reports are filed accurately and in a timely manner	20
Delegate various research and survey projects to analysts so as to balance work flow and ensure smooth continuity of work; Train analysts on different aspects of institutional research to elevate their knowledge and skill level. Stay up-to-date with THECB CB changes and inform relevant offices about changes and recommend procedural changes when necessary; represent OIE in committee meetings.	15
Assume day-to-day operation of the office including attending committee meetings in the absence of Executive Director; communicate with Director regularly to establish priorities and responsibilities. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.