JOB DESCRIPTION

JOB TITLE: Director for Institutional Research
DEPARTMENT: Academics
REPORTS TO: Associate Dean for Strategic Initiatives
POSITION STATUS: Full-time, Exempt

GENERAL SUMMARY: The Director for Institutional Research leads the Law School’s statistical efforts to determine, collect, compile, and analyze the data that drives the decision making for the institution. The Director conducts all accreditation, assessment, and outcome research-related activities. The Director responds to internal and external requests for information, assists campus constituents with data needs, and assists with and coordinates campus survey activities. The Director serves as the primary custodian of institutional data and performs and leads analyses to support institutional decision-making.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Conducts quantitative and qualitative research of the Law School’s academic programs and administration.
- Responsible for research methodologies, collecting and organizing information, performing statistical analyses, interpreting research results, and writing reports.
- Oversees data collection and integrity to ensure that the Law School meets all reporting requirements for the American Bar Association, WASC Senior College and University Commission, IPEDS, and United States Department of Education.
- Supports institutional accreditation and goal-setting process by assisting in the development, maintenance and assessment of the Law School’s strategic plan.
- Develops methods for gathering and analyzing data regarding learning outcomes and student and institutional characteristics, area demographics, community needs assessments, student enrollment, retention and attrition studies, institutional effectiveness and the effectiveness of various instructional and research methodologies.
- Provides analysis to allow alignment of program outcomes and activities in a cycle of continuous improvement that informs planning, budgeting, and assessment.
- Provides evidence in support of the strategic planning process and provides appropriate data and trend analysis for program review.
- Verifies internal consistency and accuracy of reports developed through the research process.
- Archives the information that is essential for graduation, trend, and retention analyses.
- Interprets and prepares conclusions for application by and presentation to faculty and administration.
- Participates in conducting institutional studies, cost evaluation, and effectiveness of academic programs.
- Performs other assigned duties.

KNOWLEDGE, SKILLS & ABILITIES:

The ideal candidate will have the following knowledge, skills, and abilities:
- Bachelor’s or Master’s degree in Statistics, Data Management, Higher Education Administration, Educational Research, Mathematics, other quantitative research-oriented discipline, or related experience.
- Appropriate training or experience in assessment and institutional research.
- Knowledge of research methodologies, design, and statistical analyses.
- Ability to collect, organize and compile data independently.
• Knowledge of computer applications and institutional research techniques.
• Knowledge of research methods and ability to conduct meaningful statistical analyses and generate reports from databases.
• Experience using database software and statistical software.
• Ability to maintain strong working relationships with staff and administration.

PHYSICAL REQUIREMENTS:
• Able to sit or stand, type, read or write for extended periods of time
• Able to handle high level of stress in a useful, constructive manner
• Able to lift/carry materials and publications up to 20 pounds
• Able to perform the essential functions of the job with or without accommodation

WORK SCHEDULE:
• 40 hours per week, Monday through Friday, weekends and evenings as needed.