

## Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name: Carl  
 Employee Last Name: Williamson  
 Employee UIN: N/A - New Hire

### Position Title

Classification title: Director of Institutional Research  
 Title Code: 7609  
 Job Category: Staff  
 FLSA: Exempt  
 Minimum Salary (Applicant View): \$80,156  
 Salary Range: 15

### Minimum Education Requirements:

### Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) - List name and level of certification (s)/license(s):

### Position Details

#### Date of Hire:

#### Job summary/basic function:

This position is responsible for supporting institutional decision making, planning and institutional effectiveness efforts. The Institutional Research Director will develop a technologically advanced office that coordinates and maintains data from many sources (student information system, enrollment management, financial, human resources, THECB, etc.) in order to respond accurately, consistently and quickly to the university's information needs. This position reports directly to the Vice President for Business Affairs.

#### Proposed New Title:

Use only if '0000-Unclassified' was selected on previous page.

**PIN #:** 02550  
If PIN # does not exist, please type in NEW.

**Final Approved Salary:**

**Job Category:** Staff

**Pay rate:**

**College/Division or Department:** Business Affairs

**Location:** Jessie M. Drew Memorial Complex, Room # 221

**Primary Purpose of Position**

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)

This position is responsible for supporting institutional decision making, planning and institutional effectiveness efforts. The Institutional Research Director will develop a technologically advanced office that coordinates and maintains data from many sources (student information system, enrollment management, financial, human resources, THECB, etc.) in order to respond accurately, consistently and quickly to the University's information needs. This position reports directly to the Vice President for Business Affairs.

**Minimum Education Requirements:**

MS Degree in Social Science, Educ. Research, Comp./Info Sci, Bus. Mgmt or related area of study

**Area of Study:**

**Preferred Education Requirements:**

**Preferred Education Requirements:** Doctorate

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?

No

If yes, please describe:

N/A

**Minimum Experience, Knowledge, Skills & Abilities:**

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Five years of full-time work experience in institutional research at the post secondary level. Demonstrated knowledge in assessment, program evaluation, research design, and statistical analysis. Five years experience with statistical software packages such as SAS or SPSS.

**Preferred Experience Requirements:** Three year supervisory experience

**Required Computer/Software Skills:** MS Office Suite

**Other Required Skills:**

Ability to oversee, develop and maintain a data warehouse with extracts from disparate systems, ability to develop/administer/analyze survey instruments.

**Verbal Skills:**

Excellent

**Written Skills:**

Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):  
(Please list name and level of certification(s)/license(s).) N/A

Department: Institutional Research

Creator: Paula Sandles

Creator's Phone/Extension: 936-261-2152

Creator's PVAMU Email: pgsandles@pvamu.edu

Supervisor's Name: Mary Lee Hodge

Supervisor's Title: Vice President for Business Affairs

Supervisor's Phone/Extension: 936-261-2150

Supervisor's PVAMU Email: mlhodge@pvamu.edu

Search Committee:

**Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.**

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Please list any other advertising sources you would like to use:

Rod Mireles, Financial Reporting- Chair  
 Christa Molloy, Banner- Member  
 Max Wardrup, Compliance Office - Member  
 Mark Pearson, Enrollment Management- Member  
 Michael McFrazier, Academic Affairs- Member  
 Elliott Kimbrough, Information Technology- ExOfficio Member  
 Pam Haws, UTA, Asst. VP & Director of Institutional Research, Planning & Effectiveness - ExOfficio Member

Hodge, Mary Lee

<http://www.airweb.org>  
<http://sair.org>  
<http://207.75.158.251/jobs/>

Department Comments:

**Job Duties**

Percent of Duty Total: **100**

**9 Records**

% of Time	Responsibility / Duty	Essential Function
	Coordinates the administration of institutional-level surveys and tests (e.g., CIRP, NSSE, CLA, etc) and reports results.	

	Coordinates responses to external surveys from governmental agencies, associations, and college guidebooks. Manages the activities of the department in regards to recruiting and selection, hiring and terminating, training, professional development, mentoring, counseling and performance evaluations.	
20	Responsible for the design, execution and effectiveness of a system of administrative control which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and compliant with applicable laws, regulations, policies, and procedures. Serves as the chair of the Data Standards Committee.	Essential
10	Ensures that information is collected and official reports are produced to maintain compliance with all university, system, state, and federal reporting requirements.	Essential
	Utilizes external sources of data to prepare benchmarking reports and peer comparisons.	
10	Develops and implements a systematic approach to the collection of data and to conducting surveys and studies related to academic programs and student support services.	Essential
10	Organizes and summarizes data into useful and readable reports (both paper and Web-based) for both internal and external constituents for the purposes of describing, documenting and publishing institutional information and measures of effectiveness.	Essential
10	Ensures effective functioning of an institution-wide system of continuous improvement by facilitating academic and administrative units to develop, assess, and report achievement of student learning outcomes and administrative objectives.	Essential
10	Assists university administration and colleges in achieving and validating excellence through systematic evaluation of academic programs and education support services.	Essential
10	Provides support to the colleges on assessment needs related to institutional accreditation and accreditation of specific academic programs by specialized accrediting bodies.	Essential
10	Monitors and supports institutional compliance with SACS accreditation.	Essential
10	Performs other duties as assigned.	Essential

#### Working/Env Conditions

Working Conditions:	Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Briefly describe examples of the typical work environment:	Office environment
Typical Physical Demand:	Position requires light physical activity.
Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:	Moving/lifting reports, office supplies
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	Monday-Friday 8:00 a.m. - 5:00 p.m
Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. <b>(All positions may require some evening and weekend hours.)</b>	Variable, depending on report response demands
Do the duties described in this questionnaire generally require travel	Yes

outside the area?

If yes, please explain the purpose and the frequency of the travel:

Travel will be required to College Station, Austin, Texas or other areas to attend meeting or training.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:

Computer- 4hrs  
Telephone- 1hr  
Copier/FAX/Printer -1hr

**Start Up**

No Records Found

**Work Load**

No Records Found

***Approvals:***

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*Date*                      *Employee Signature*

***Human Resources  
Department:***

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*Date*                      *Human Resources Representative*                      *Title*