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:

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.

Job summary/basic function:

Proposed New Title:
Use only if '0000-Undecided' 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

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.

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

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.

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): N/A
(Please list name and level of certification(s)/license(s).)
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)
Hodge, Mary Lee
http://www.airweb.org
http://sair.org
http://207.75.158.251/jobs/

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.
Ensures that information is collected and official reports are produced to maintain compliance with all university, system, state, and federal reporting requirements.

10 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.

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.

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.

10 Assists university administration and colleges in achieving and validating excellence through systematic evaluation of academic programs and education support services.

10 Provides support to the colleges on assessment needs related to institutional accreditation and accreditation of specific academic programs by specialized accrediting bodies.

10 Monitors and supports institutional compliance with SACS accreditation.

10 Performs other duties as assigned.

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. (All positions may require some evening and weekend hours.) 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

Approved:

Date ___________________________ Employee Signature ___________________________

Human Resources Department:

Date ___________________________ Human Resources Representative ___________________________ Title ___________________________