

JOB DESCRIPTION

Personnel Office Use Only

Position No. 025950

Non-Classified X

Classified _____

Exempt X Non-Exempt _____

POSITION TITLE Director, Institutional Research

INCUMBENT EMPLOYEE: Jennifer Videtto

EMPLOYEE CLASSIFICATION: _____ Instructional Faculty
 _____ Administrative Faculty
 _____ Other Faculty
 X Other Unclassified
 _____ Classified

FUNCTION OF WORK: Research
SUPERVISION RECEIVED: Dean, Graduate Studies & Research and Associate Provost
SUPERVISION EXERCISED: Secretary, student workers, graduate assistant

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
100%	SEE ATTACHED DESCRIPTION

NORTHWESTERN STATE UNIVERSITY
Natchitoches, Louisiana

Job Description

Director of Institutional Research

The duties and responsibilities of the Director of Institutional Research include, but are not limited to:

- Designing, conducting, analyzing, and reporting results of surveys of students and other populations which provide feedback for evaluation and decision-making.
- Managing the Statewide Student Profile System (SSPS) reports for submission to the Board of Regents.
- Providing reports to the Management System Board upon request.
- Managing, preparing, and submitting the Integrated Post-secondary Education Survey (IPEDS) reports.
- Establishing and maintaining databases for use in descriptive studies, comparative studies, and in reporting to federal, state, and private agencies.
- Maintaining and updating the Annual Institutional Fact book.
- Providing enrollment, income, student credit hour production, graduation rates, retention rates, and other related data to administrative personnel, colleges, and departments in support of internal decision-making and for accreditation studies and other uses.
- Conducting ad hoc survey studies, predictive studies, and other research and reports for the president and for the vice-presidents upon request.
- Completing requests for information from various publishing companies and other sources for various offices on campus.
- Managing the institutional facilities files and providing reports to management boards and other agencies upon request.
- Planning, organizing, conducting, managing and distributing results of the fall and spring administrations of the Student Evaluation of Instruction survey.

Northwestern State University of Louisiana is an Affirmative Action/Equal Opportunity Employer.

Women, minorities, and individuals with disabilities are encouraged to apply.