VSC
VERMONT STATE COLLEGES

Job Classification Description

DIRECTOR OF INSTITUTIONAL RESEARCH
for the Vermont State Colleges   **Grade 15**
NON-BARGAINING UNIT   **EXEMPT**

BASIC FUNCTION
Develop, implement and manage system wide institutional research and reporting strategies
for the Vermont State Colleges. In collaboration with the Senior Vice President, Chief
Information Officer and Director of Administrative Information systems, fosters and ensures
a service-oriented approach in responding to requests for analysis and reports on data.

CHARACTERISTIC DUTIES & RESPONSIBILITIES
- Oversee the compilation and review of key external and internal reports including
  federal, state and trustee mandated requirements.   Ensure the quality and integrity of the
  data and information reported.
- Develop, implement and manage system-wide Institutional Research approaches and
  tools in collaboration with the Director of Administrative Information Systems and the
  Office of the Chancellor IT staff.
- In conjunction with Chief Information Officer and Director of Administrative
  Information systems develop and maintain a data warehousing strategy for the Vermont
  State Colleges.
- Develop and implement self-service methods for providing institutional information.
- Review all new requests for reports including the development of project descriptions and
  key benefits. Provide recommendations for prioritization for ITLT.
- Identify institutional and functional ownership of data elements. Work closely with
  functional departments and deans to produce data integrity from the point of data entry.

SUPERVISION RECEIVED
This position reports to the Chief Information Officer.

SUPERVISION EXERCISED
May include supervision of work study students.

IR
May 18 2004

MINIMUM QUALIFICATIONS
A bachelor's degree in business administration, statistics, information technology, or related degree is required; an advanced degree is desirable. This position requires demonstrated strengths in interpersonal communications, teamwork skills, research design, data management and analysis and the ability to work in and foster a highly collaborative environment. Five to seven years experience in institutional research, business intelligence or data warehousing, an understanding of basic administrative functions of higher education, plus an understanding of academic communities, is critical to the success of this position. Experience with Datatel's Colleague, ASG Safari, multi-dimensional reporting tools or SQL is highly desirable.

Additional Qualifications
- Familiarity with key issues in higher education
- Excellent organizational, leadership and communication skills
- Ability to work effectively with a wide range of individuals inside and outside the VSC
- Outstanding analytical capabilities and ability to work with all levels of end users
- Familiarity with a wide variety of information technologies
- A demonstrated ability to manage resources in an effective, creative, and fair manner.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

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