

**RANGE N05**

**JTC NO. ICC  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: Director, Institutional Research**

**DATE PREPARED: Fall 1993**

**DATE REVISED: Fall  
1998; Spring 2003; Spring 2009; Summer 2012; Fall 2016**

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**GENERAL SUMMARY:**

Designs and conducts research studies, analyzes findings and disseminates reports on college research and evaluation projects in support of Institutional Effectiveness initiatives.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides research design and programming support for research and evaluation projects related to the Institutional Effectiveness efforts, using both quantitative and qualitative research methodology.
- Responds to research requests from college staff involved in program evaluation and continuous improvement initiatives.
- Provides demographic data, workforce trend analysis, and a variety of related information used to forecast/project future events or needs to enhance college decision-making and long range planning.
- Participates in the development of survey instruments related to student tracking/follow-up and student/employer satisfaction systems.
- Coordinates data-gathering activities within college's Institutional Effectiveness system in response to requirements of local, state and federal agencies.
- Reviews and evaluates information provided to local, state and federal agencies in periodic reports.
- Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational need.

**Director, Institutional Research**  
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**MINIMUM EDUCATIONAL/SKILL REQUIREMENT:**

Bachelor's degree or higher plus three years of experience in research and evaluation activities or equivalent. Demonstrated knowledge of computer applications to support research activities; oral and written communication skills to support interaction with individuals from diverse backgrounds. The ability to provide quality customer service. Official transcript will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

revised: 05/30/03; ccp  
revised: 04/2009-ccp  
revised: 08/2012 - emm  
revised: 12/2016 - emm  
ADA/tmm 04.11.19