# POSITION DESCRIPTION

**Agency/Division:**
Northland Community and Technical College

**Classification Title:**
MnSCU Academic Professional 3

**Working Title (if different):**
Director of Institutional Research

**Prepared By:**
Becky Lindseth

**Previous Incumbent:**

**Appraisal Period**
From:  
To:  

**Employee's Signature** (this position description accurately reflects my current job)

**Date:**

**Supervisor's Signature** (this position description reflects the employee's current job)

**Date:**

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## POSITION PURPOSE:

The Director of Institutional Research is responsible for coordinating and implementing the college’s program of institutional research. To identify external funding sources and assist in writing grant proposals, including the development of narratives, budgets and packaging.

## REPORTABILITY:

**Reports to:**
Executive Director of Administrative Services

**Supervises:**

## DIMENSIONS:

**Budget:**

**Clientele:**
Employees
MnSCU Office of the Chancellor
Contacts for Grant Resources
<table>
<thead>
<tr>
<th>Resp. #</th>
<th>Principal Responsibilities, Tasks and Performance Indicators</th>
<th>Priority</th>
<th>% of Time</th>
<th>Discretion</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Support decision-making, institutional effectiveness, assessment and policy development through the collection, analysis, and interpretation of data.</strong>&lt;br&gt;a) Develop, implement, and direct institutional research for the college as directed by the Executive Director of Administrative Services.&lt;br&gt;b) Coordinate and perform institutional research activities as required by various accrediting bodies, state and federal government, and the information needs of the college administration.&lt;br&gt;c) Utilizes a variety of research techniques including needs assessments, feasibility studies, surveys, and projections to generate timely and useful research documents and reports.&lt;br&gt;d) Evaluates and responds to data and research requests originating from internal and/or external sources.&lt;br&gt;e) Identify specific campus information needs, and determine data requirements and availability and whether indicators are, or can be, supported by the information system.&lt;br&gt;f) Identify the needs for institutional research from internal and external sources: governmental reporting, accreditation surveys and reporting, college staff, advisory committees, MNSCU requirements, etc.&lt;br&gt;g) Coordinate with contracted providers of research services (NESU) to improve and maintain the sources of internal data, as well as ensuring appropriate and useful reporting tools.&lt;br&gt;h) Work internally with various divisions of the college to ensure a high degree of data integrity. Assess current data practices and make recommendations for change in policy and procedure, database applications and definitions of data elements.&lt;br&gt;i) Prepare and present high quality written documents including statistical analysis of research data, clear and concise narrative interpretations as well as recommendations for continuous improvement to support the college planning process.&lt;br&gt;j) Gather and analyze data to support institutional planning and decision making, coordinating data collection for ongoing projects and such matters as enrollment trends, retention, staffing, program evaluation, etc.&lt;br&gt;k) In collaboration with academic administration, facilitate the development, implementation, and review of data elements within instructional programs and courses to accomplish the yearly program review process.&lt;br&gt;l) Communicate results of data analysis to college community.&lt;br&gt;m) Provide support, as needed, for curriculum review and development.&lt;br&gt;n) In collaboration with academic administration, work with faculty, advisory committees, agency, and business personnel to assess needs and evaluate effectiveness of instruction programs.</td>
<td>A</td>
<td>60%</td>
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<td>2.</td>
<td><strong>Responsible for writing proposals to foundations, corporations, and government sources.</strong>&lt;br&gt;a) Develop and submit clear and compelling foundation, government, and corporate grant proposals, including grant budgets, which support the vision, mission, values and strategic goals of the college.&lt;br&gt;b) Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.&lt;br&gt;c) Conduct research, analysis and recommendations on funding strategies.&lt;br&gt;d) Establish college teams for the purpose of determining strategic direction for grant proposals.&lt;br&gt;e) Develop pre-application planning documents.&lt;br&gt;f) Facilitate planning sessions with employees to develop project proposals.&lt;br&gt;g) Develop and submit grant project modifications or revisions as necessary.&lt;br&gt;h) Coordinate the grant reporting processes, providing updates on project progress. Coordinate grant closeout activities, ensuring funder requirements are met.&lt;br&gt;i) Maintain accurate records, including but not limited to, grant tracking and reporting.&lt;br&gt;j) Collaborate with the Executive Director of Administrative Services to provide development input for all written institutional goals and strategies.</td>
<td>A</td>
<td>30%</td>
<td>A</td>
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<td>3.</td>
<td><strong>Responsible for the completion of special projects and ongoing reports as assigned by the Executive Director of Administrative Services.</strong>&lt;br&gt;a) To perform related work as assigned.&lt;br&gt;b) To serve on various committees in and outside the college.&lt;br&gt;c) Other duties as assigned.</td>
<td>A</td>
<td>10%</td>
<td>A</td>
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### POSITION DESCRIPTION C

<table>
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<tr>
<th>Employee's Name:</th>
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### NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

#### Relationships

The incumbent in this position reports to the Executive Director of Administrative Services. The employee works cooperatively with and interacts with a full range of college and system employees, as well as agency and organizational. Development and maintenance of positive working relationships of both internal and external customers is critical to the success of the position.

#### Knowledge, Skills, and Abilities

The incumbent in this position needs to possess the following knowledge, skills and abilities:

1. **Education:** Bachelor’s degree in Social Sciences or related field in data analysis.
2. **Knowledge of database software applications like Microsoft Access, HYPERION (BRIO) or other SQL tools.**
3. **Knowledge of statistics packages like SPSS or SAS.**
4. **Knowledge of accountability measures and processes.**
5. **Knowledge of community and technical college organization, curriculum, goals, vision, system policies and procedures, and fiscal regulations.**
6. **Skills in research and planning techniques.**
7. **Skill in convening and organizing groups and the interpersonal skills to facilitate and/or lead groups.**
8. **Knowledge of valid research methodologies, statistical analysis tools and associated computer software applications.**
9. **Refined oral and written communications skills.**
10. **Skills to lead teams and to be an effective member of a team.**
11. **Skills in observing, analyzing, synthesizing, and presenting ideas and information.**
12. **Ability to organize time and diverse tasks, to communicate clearly (written and oral), to conduct meetings, and to follow-up on tasks and projects.**
13. **Ability and preference to work in collegial and collaborative environment.**
14. **Ability to plan, direct and implement statistical research studies and analyses.**
   1. Ability to analyze, interpret and effectively communicate statistical information to internal and external customers of the college.
   2. Ability to interpret statutes and related governing documents when preparing the presenting of research projects.
15. **Problem solving involves variable situations requiring analytical, interpretive, evaluative and/or constructive thinking.** Be able to extract data that will be paramount in the decision-making process of the President’s Cabinet with regards to institutional research.
16. **Knowledge of grant writing is essential.** The ability to recognize future grant opportunities as well as establishing goals for planning is crucial.

#### Problem Solving

The employee is required to resolve a wide range of problems/issues that arise in the area of institutional research. Problem solving requires complete knowledge of policies/procedures and data analysis.

#### Freedom to Act

Within the broad, general policy and budget constraints, the employee is free to initiate and manage all duties and responsibilities in the delivery of services to the college. The employee reports directly to the Executive Director of Administrative Services and exercises substantial discretion.