

## **ASSISTANT DIRECTOR OF RESEARCH ADMINISTRATION**

REPORTS TO: Director of the Office of Research Administration

### **PRIMARY OBJECTIVE:**

The assistant director of research administration is a member of a team responsible for the collection, analysis, interpretation, and dissemination of institutional data necessary to inform decisions, policy and planning at the University level in a timely and effective manner.

### **DUTIES AND RESPONSIBILITIES:**

#### **Research Administration (50% until 2018 when Title III grant ends then 100%)**

- Process institutional data (collecting, cleaning, recoding, organizing, extracting, analyzing, and summarizing data) for internal use, consortia use (i.e., HEDS, ACM, WAICU), external surveys (i.e., U.S. News and World Report, college guidebooks, rankings) and government and agency compliance reporting (i.e., CDS, IPEDS, NCAA)
- Prepare and disseminate a variety of regular and ad hoc reports and publications (i.e., Profile, Fact Book, and consortia/state/federal reports)
- Respond to time-critical internal and external ad hoc requests for institutional information and analyses
- Develop, administer, and manage surveys; prepare reports from internal surveys (i.e., climate, trustees, ad hoc)
- Assist in the process for administering and analyzing Tenure, Promotion, and Reappointment reviews
- Coordinate the University's participation in national surveys (i.e., CIRP, NSSE, NCHA)
- Conduct qualitative research using focus groups, content analysis, and other qualitative methodologies
- Support grant development by assisting with writing and reporting, conducting research, and preparing and maintaining documentation
- Support the coordination and implementation of evaluation, accreditation and assessment activities related to the Strategic Plan
- Contribute in enrollment management coordination and analysis
- Represent the Office of Research Administration at meetings, conferences, and workshops in the absence of the Director
- Conduct other duties as requested/assigned

#### **Title III Grant (50% until the grant ends)**

- Assist the Title III Project Director and external evaluators with the evaluation of a five-year federally-funded Title III Strengthening Institutions Program grant on improving retention and student success at Lawrence University including coordinating, collecting, analyzing and reporting evaluation data
- Coordinate data collection and prepare data to be used in writing the evaluation, interim, annual and final reports

- Extract data to measure progress toward grant objectives
- Administer Title III surveys, analyze data, and prepare reports
- Build, merge, and analyze large data sets
- Interpret and report quantitative and qualitative analyses in written and oral formats
- Coordinate meetings and focus groups as needed
- Take and transcribe minutes at meetings related to Title III evaluation (Advisory Committee, Activity Directors, Evaluation Team)
- Complete Time and Effort Certification Forms as part of grant compliance
- Conduct other duties as requested/assigned

### **WORKING RELATIONSHIPS:**

Work collaboratively with the Director of Research Administration and various staff, faculty and other members of the Lawrence community. Work harmoniously with others outside of Lawrence (i.e., Title III external evaluators, consortia members).

### **EXPERIENCE:**

- Master's degree in Social Sciences, Statistics, or related discipline preferred.
- Two to three years of higher education work experience or an understanding and appreciation for a liberal arts education ideal.
- Experience in evaluation of federally- or state-funded grants desired.
- Prior experience in an institutional research office/setting at a liberal arts institution a plus.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Ability to manage multiple projects and strict deadlines while maintaining high degree of accuracy
- Sensitive to confidential matters and able to exercise high level of discretion and judgment
- Strong quantitative, qualitative, research design, and statistical skills; highly analytical
- Excellent interpersonal, written and oral communication skills with the ability to communicate technical information to groups of varying backgrounds
- Proven project management, organizational, multi-tasking, problem-solving, prioritizing, and time management skills
- Extreme attention to detail
- Ability to work independently as well as collaboratively with minimal supervision
- Ability to work in a fast-paced and evolving environment
- Follow projects through to completion with a focus on quality
- Demonstrated competency in typing, keyboarding, and data entry skills
- Self-starter
- Advanced proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook), SPSS and/or R

- Proficiency with web-based survey software (Qualtrics), open source web content management systems (Drupal), and web enabled enterprise reporting systems (Banner, Hyperion, and/or Argos)
- Experience with data visualization software (i.e., Tableau) and National Student Clearinghouse services (i.e., Student Tracker) a plus
- Ability to work some evenings on rare occasion

#### **EMPLOYMENT REQUIREMENTS:**

- Must have successful completion of criminal record check, driving record check (as applicable), and reference checks.
- Must have a valid Driver's License (as applicable) and must complete campus safe driving training session before driving any campus vehicles (as applicable).

We encourage applications from individuals who will help us create a more inclusive Lawrence by: (1) further diversifying the staff; and/or (2) demonstrating experience with successful diversity-related initiatives. See

[https://lawrencecareers.silkroad.com/lawrenceuniversity/About\\_Us.html](https://lawrencecareers.silkroad.com/lawrenceuniversity/About_Us.html) for more information Regional Guide which lists resources that promote diversity in the community.