



## Mississippi Board of Trustees of the State Institutions of Higher Learning JOB DESCRIPTION

### **JOB TITLE: DIRECTOR OF INSTITUTIONAL RESEARCH AND ANALYSIS**

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **Director of Institutional Research and Analysis**. The Director of Institutional Research and Analysis reports directly to the Assistant Commissioner for Policy Research and Planning. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 70,000 students.

IHL offices are located in Jackson, Mississippi.

**JOB SUMMARY:** Responsible for the maintenance of the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL Board) databases. Establishes and implements edits and controls to ensure database integrity. Provides data for print and electronic publications as well as a variety of information requests. Serves as the data liaison between the IHL Board and various regional and federal reporting agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

### **Responsibilities include:**

- Responsible for the maintenance and various analysis of the IHL Board's databases.
- Updates, publishes and disseminates the *Data Dictionary* in both print and electronic formats; this document contains the data reporting guidelines and procedures for the IHL Board office.
- Conducts a series of edits and audits on each data file submitted by constituent institutions to ensure the accuracy and integrity of data; enforces the preliminary and delinquent reporting policies to ensure the timeliness of data.
- Works with university data groups to reach consensus on data policy, database structures, data definitions, etc.
- Provides data for print and electronic publications and responds to a variety of ad hoc information and analysis requests by both internal and external agencies.
- Serves as the primary data liaison between the IHL Board and regional and federal reporting agencies such as SREB and IPEDS.

### **Education and/or Experience:**

- Bachelor's degree from a four year college or university, preferably in Computer Technology or Database Management; five to ten years related experience and/or training; or an equivalent combination of formal training and experience.
- Familiarity with higher education data and data systems is preferred.



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- Must have work experience with ORACLE databases.
- Must have advanced level skills in SQL programming or using or comparable SQL query software.
- Must have advanced level skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Knowledge of Microsoft Access is helpful.
- Must have demonstrated interpersonal skills involving data analysis, including customer service, analytical thinking, active-listening and problem-solving.

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of resumes will begin immediately and will continue until the position is filled. Women and minorities are urged to apply. Applications and nominations should be sent to:

**Mississippi Institutions of Higher Learning  
Office of Human Resources  
3825 Ridgewood Road  
Jackson, MS 39211**

Applications may also be emailed to: [hr@mississippi.edu](mailto:hr@mississippi.edu).

To apply for this position, submit an official [IHL Application for Employment](#) along with documents noted above. You may fax the application to 601.432.6129.

For more information regarding IHL, visit our web site at [www.mississippi.edu/ihl](http://www.mississippi.edu/ihl).

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.

**AA/EOE/ADA**