



UNIVERSITY OF DALLAS

Office of Human Resources

Employment Opportunity

Date Posted: February 5, 2010
CLOSING DATE: until filled

- POSITION:** Director of Institutional Research and Planning
- DEPARTMENT:** Office of the Provost
- REQUIREMENTS:** Bachelor's degree required. Advanced degree strongly preferred. Five years experience in institutional research and/or strategic planning, preferably in university administration. Cross-disciplinary and inter-departmental communication experience is highly desirable.
- RESPONSIBILITIES:** To obtain and organize all institutional research data. Provide university personnel with information for effective management and for identifying significant trends or problem areas. Respond to internal and external data requests.
- Develop and maintain data analysis tools and static data archives.
- Investigate data integrity issues.
- Coordinate and complete state and federal reporting requirements and guidebook submissions.
- Employ research tools and methods that best support the mission of the University.
- REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** High proficiency with microcomputer applications, including statistical analysis and report generation software. Substantial SAS/SPSS programming experience required. Knowledge of SunGard Banner highly desired. Superior organizational and communication skills. Appreciation for the goals and environment of a liberal arts education, along with an appreciation of graduate professional programs. High degree of judgment, initiative, and knowledge of appropriate data and data practices, and the ability to communicate the implications of data.
- COMPENSATION:** Salary will be based on experience and qualifications within an established pay range. Benefits include eligibility to participate in medical, dental, life & disability insurance; paid vacation, holiday and sick leave; tuition waiver for employee and family; and cafeteria and retirement plan contributions as described in the employee handbook.
- EMPLOYMENT ELIGIBILITY:** All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.
- APPLICATION PROCEDURES:** Resumes and applications indicating job title are accepted via fax, email, mail, online, or in person.

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062

Fax: (972) 721-4095
E-mail: hr@udallas.edu
Online: www.udallas.edu/hr