

HR Use Only

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 1. Exec
 2. Admin
 3. Prof
 4. Computer

Nonexempt

Notify Unit
 Date:

KANSAS STATE UNIVERSITY

PER-23
 06/2004

**POSITION DESCRIPTION
 UNCLASSIFIED PROFESSIONAL POSITIONS**

Employee's Name Kelline Sue Cox New Position Existing Position X
 Business Title Director Position # (HRIS)
 Department/Unit Planning and Analysis Job Code
 Department ID 3670003050 Job Title Director
 College/Organizational Unit Provost

A. CONDITIONS OF APPOINTMENT

Term Regular 9 Month 12 Month X
 FTE 1.0 Hours of Work 40

B. ORGANIZATIONAL STRUCTURE

1. Name, title, and position number of person to whom position reports.
 Ruth Dyer, Associate Provost, W0005975

2. Positions reporting directly to this position: Names, Titles and Position Numbers.
 Jeri Stroade, Statistical and Information Officer, W0006072
 Kristin Smee, Research Assistant, W0037410
 James Wood, Research Assistant, W0037410
 Nancy Baker, Computer and Information Specialist, W0037945
 David Warren, Computer and Information Specialist, W0006074
 Student Workers (2), W0030921, W0032185, W0036716

3. Briefly state the purpose of the position.

The director is responsible for managing the development, design, analysis and production of materials to:

- 1) support program evaluation for departments and units in fulfilling their university missions and strategic goals;
- 2) provide decision making tools for allocation of resources;
- 3) provide analytical support to various university committees and units including provost area, administration and finance unit, enrollment management, and student recruitment,
- 4) monitor the implementation of new academic programs, and
- 5) fulfill state, federal, and private information requests and requirements.

C. DESCRIPTION OF JOB RESPONSIBILITIES

Group and number responsibilities and assign percentage of time spent on each. Please identify each group of responsibilities as essential or marginal.

- 1) supervising the Statistical and Information Officer position whose responsibilities include:
 - a. corresponding with the University Public Relations Director and Associate Vice-President for Institutional Advancement on the release of information, data, and statistics regarding KSU,
 - b. when changes in the Federal reports, State reports, and data elements occur, notifying the appropriate departments, scheduling meetings to discuss the impact of these changes, and providing the necessary analysis and documentation,
 - c. gathering, verifying, and analyzing the internal program review materials, and
 - d. ensuring that the information provided in these documents is consistent, timely, and accurate.
- 2) managing the information database systems within the Office of Planning and Analysis. This consists of:
 - a. overseeing the data entry and analysis of databases used to complete the annual KSU Fact Book; the Integrated Post-Secondary Education Data System (IPEDS) reports; and reports and data submission to the Board of Regents, and State, and
 - b. responding to special internal/external information requests.
- 3) overseeing the administration of dean, department head, and other administrative evaluations with assistance from the research assistant.
- 4) reviewing and analyzing internal and external fiscal and salary reports with the assistance of the computer programmer.
- 5) Assisting with the completion of the Board of Regents performance agreement proposals and reports.
- 6) developing, designing, and administrating the internal and external survey projects, which include satisfaction surveys, exit interview surveys and equity or morale surveys with assistance from the computer programming specialist and research assistant.
- 7) managing the Academic Program Review processes established by the Board of Regents
- 8) studying, evaluating, and reporting of individual, departmental, and University reports as they contribute to:
 - a. managing academic resources;
 - b. furthering the University's mission; and
 - c. supporting statewide initiatives.Examples of the reports completed are: faculty course load information; service/activity code reports; tuition generation reports; peer salary comparisons, (faculty and administrative), summer school expenditure and student credit hour production reports, and special analytical projects.
- 9) carrying out the general management functions of the office, supervising the summer school senior administrative assistant, statistical & information officers, two computer programmers, two research assistants, and directly supervising the hourly student workers.
- 10) additional responsibilities include:
 - a. serving as the liaison to the Budget Office for financial and fiscal reports and analysis, the cost study, and the Database Taskforce information for the Board of Regents;
 - b. serving as support staff to Provost committees or task forces,
 - c. representing the Provost area on university-wide committee (including implementation of new databases), and
 - d. representing K-State on state-wide institutional research committees and task forces.

These responsibilities are coordinated on a regular and frequent basis with the Associate Provost who will provide guidance and support for these functions.

D. QUALIFICATIONS

1. Education Required
Masters

2. Experience Required
Five years of experience in higher education administration

3. Other Requirements
Statistical analysis

4. Preferred Qualifications
Doctorate's degree

5. Salary or Range
\$70,000 to \$142,000 --→ Average Salary = \$114,000 as of FY 2005

SIGNATURES

Employee (Date)

Administrator (Date)