



<b>Job Title</b>	Director, Institutional Knowledge Management	<b>Job Code</b>	AA0625
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	22
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Academic and Program Management	<b>Subfamily</b>	Data Analytics and Reporting

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Data Analytics and Reporting Professionals** perform statistical analyses for university reporting to internal and external bodies that facilitates decision- making, strategic planning, and University assessments.

**Job Summary**

Responsible for planning, organizing and directing the daily activities of Institutional Research (IR) office in the collection, interpretation and use of institutional data in support of the University's external reporting requirements and internal information needs, to include on-going development of the talents of the IR team to increase efficiencies in reporting and analysis and for providing actionable information to the university community.

**Representative Duties**

1.
  - Plans, organizes and directs the functions and activities of the Institutional Research (IR) office and staff in the collection, accurate interpretation and use of institutional data in support of the University's external reporting requirements and internal academic and administrative information needs
  - Directs the design, development, implementation, documentation and dissemination of official institutional data to federal and state agencies, national survey entities, and internal data constituents
  - Directs the data analysis and data collection activities of IR
  - Serves as the liaison with senior university administrators to support the reporting needs of university initiatives, special studies, grants, multi-institutional consortium and alliance activities; evaluate, recommend and direct development of the required information in support of these programs
  - Facilitates mentorship and consultancy to Institutional Knowledge Management (IKM) decision support and analytics staff by providing expert data guidance, interpretation, and recommendations on the delivery of enhanced university reporting
  - Oversees and guides the development and transformation of institutional data into relevant information for executive and operational decision making using a variety of applications
  - Evaluates existing data collection procedures and policies, and revise or formulate new policies and procedures, with a focus on increasing efficiency, simplification of processes, and delivery of actionable information
  - Directs and conducts the continued development of new procedures and information deliverables in support of IR, IKM and UCF mission and goals
  - Serves as liaison with BOG-IRM staff
  - Serves on university committees and participates in workgroups where IR representation is needed or deemed appropriate
  - May serve for the Assistant VP of Institutional Knowledge Management in his/her absence

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 2+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**