### Job Opportunities

**University of the District of Columbia (UDC)**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Director, Institutional Research, Planning and Assessment</th>
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<tbody>
<tr>
<td><strong>Salary Range:</strong></td>
<td>AD-301-04/01-08 $64,043-$81,211 Per Annum</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>06-06-05</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Van Ness Campus</td>
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<tr>
<td><strong>Number:</strong></td>
<td>05-20</td>
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<tr>
<td><strong>Closing Date:</strong></td>
<td>Open Until Filled</td>
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<td><strong>Responsible to:</strong></td>
<td>Vice President, Academic Affairs</td>
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**Brief Description of Duties**

Directs the operations of the institutional research office. Develops, implements and manages information systems to provide data for institutional planning and assessment.

Designs and participates in a program to collect and maintain data on the University and on external activities of interest to the University.

Directs and participates in the creation and maintenance of a website containing major aspects of data for use by faculty, students and staff.

Directs and participates in the analysis and interpretation of data to support decision-making by University officials which include the presidential cabinet, deans and faculty. Initiates and conducts research and policy analysis relevant to anticipated institutional planning, policy and decision making needs.

Directs and participates in the generation of standard reports at prescribed intervals; presents oral and written reports to special groups.

Organizes and supports the development of a five-year strategic plan for the University in conjunction with key members of the community. Provides data and performs program analysis to support all University information needs, including those of the Board of Trustees, the Federal Government, the Office of the Mayor, the D. C. City Council, and all accrediting bodies.

(see reverse side)

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University of the District of Columbia is an equal opportunity employer.
**Qualifications Required**

A Bachelor’s and one year of specialized experience. A Master’s degree is preferred. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position as described above. In addition, applicant must have three years of supervisory experience, which include two years in research and planning and assessment.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC Professional Application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008