Kansas Board of Regents  
Position Description for  
Associate Director for Data, Research and Planning

Date: November 1, 2023

Name: Vacant

Position No.: K022188

Supervisor: Director for Data, Research and Planning

Brief Description of Position: The Kansas Board of Regents (Board) governs state universities and coordinates public community and technical colleges in Kansas. The Data, Research and Planning (DRP) unit at The Board is responsible for the planning, development, and maintenance of a data collection and reporting system for postsecondary data. This system provides decision-making support to The Board's policy development and system coordination roles.

The Associate Director for Data, Research and Planning leads a team of reporting and research professionals and analyzes data collection needs, develops relational data definitions, determines data collection schedules, and ensures timeliness and accuracy in data structures. This effort supports reporting, research, and performance outcomes derived from the statewide postsecondary education data system.

Position Duties:

- Shows up to work on time and follows instructions, policies, and procedures.
- Meets productivity standards, deadlines, and work schedules.
- Balances quality of work with the meeting of deadlines.
- Takes responsibility for errors or omissions; acknowledges and corrects mistakes.
- Takes personal responsibility for the timeliness of work and achieves results with little oversight.
- Responds positively to change and contributes to discussion that brings solutions.
- Checks work to ensure accuracy and completeness.
- Respects and maintains confidentiality.
- Maintains an open, approachable manner, and treats others fairly and respectfully. Preserves others’ self-confidence and dignity and shows regard for their opinions.
- Participates and contributes ideas to quarterly DRP planning sessions on project development.
- Sustains the annual operations of the statewide postsecondary education data system.
- Supervises and provides operational leadership and decision-making support for a team of professionals (the Data Collections team) in the design (both functional requirements and conceptual design), implementation, and maintenance of the statewide postsecondary education data system.
• Defines goals, roles, and responsibilities; assigns work; determines scope timelines, and deliverables; provides guidance; and monitors completion of tasks toward milestones and project completion.

• Mentors staff and provides opportunities for staff growth and experience.

• Conducts weekly team meetings and daily individual meetings to prioritize tasks, answer questions, and monitor weekly work performance and progress toward objectives.

• Monitors project tracking alerts (Redmine) daily and updates project tickets for data collections and reporting where the employee is the supervisor of the assigned person, is the assigned person, or is an assigned “watcher”.

• Determines data collection scheduling needs and confirms that the reporting calendar and documentation are updated accordingly.

• Ensures timely and accurate delivery of data collections to support reporting, research, and planning needs.

• Conducts functional and technical meetings to determine requirements for new or changing data systems.

• Identifies data elements to be collected and maintained in the statewide postsecondary education data system working with the Director for Data, Research and Planning and appropriate advisory committees for input and support.

• Analyzes technical requirements and constructs system designs necessary for data collection systems which support changing needs.

• Coordinates technical changes and system updates with the Associate Director of Application Development to ensure appropriate scheduling of resources and an understanding of requirements and designs.

• Confirms appropriate data modeling and data integrity within the KHEDS systems as developed by the Associate Director of Application Development and technical staff members.

• Formalizes procedures for data collection and distribution (data input, external data lock, validation, cleansing, internal lock, reporting system population, report creation).

• Manages the data submission, data cleansing, and data retrieval processes used by institutional research and information technology personnel.

• Collects data and modifies data structures necessary for technical funding calculations, strategic decision-making, and performance measures used by Workforce Development and Academic Affairs.

• Conducts training webinars and reviews data collection manuals and other training materials necessary to ensure proper understanding of the data collection systems.

• Reviews and approves data input specifications, layouts, and data dictionaries for each KHEDS data collection.

• Keeps abreast of IPEDS definitions and federal changes and aligns postsecondary data system definitions to the extent practical or necessary.

• Manages and guides research and reporting staff on duties and actions necessary to carry out and sustain internal and external research and grant project engagements.
• Provides technical assistance to institutions regarding data collections and other institutional research issues.
• Performs public speaking at data conferences and webinars to communicate data collection changes and requirements.
• Lends technical expertise to answer data questions and allocates staff resources to serve as backup for monitoring IRHELP questions.
• Writes, proofs, and edits policies and reports.
• Performs other duties as assigned by supervisor.

Supervisory Duties: Yes

Required Qualifications:

• Bachelor’s degree in relevant area from an accredited institution or combination of education and relevant experience.
• 3+ years related experience.
• Proven project management skills with the ability to prioritize, take initiative, and follow through to completion multiple projects simultaneously.
• Demonstrated experience creating relational data structures adhering to standard data modeling techniques.
• Ability to design, create, and write reports and validation edit routines using complex queries and standard reporting tools such as SAS or SQL.
• Excellent communications skills (written, interpersonal, and presentation).
• Excellent analytical skills.
• Ability to adapt and learn new skills.
• Ability to work in a fast-paced environment.
• Ability to work as part of a team as well as individually. Willingness to occasionally travel within and outside the state of Kansas.

Preferred Qualifications:

• Master’s degree from an accredited institution, with specialization in information systems technology or related analytical field.
• 2+ years institutional research experience or related experience preferably in a college, university, school, or educational agency setting.
• Experience working in higher education.