



**DATE ISSUED:** 09/16  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Executive Director, Center for Research Design and Analysis

### **JOB SUMMARY**

The Executive Director of the Center for Research Design and Analysis leads and directs the Center's programs and services focused on support for faculty and students in their research projects. This individual works with a team of statisticians and analysts to provide faculty and students with the appropriate level of support needed for their qualitative and quantitative research, assist faculty with their current research projects, increase faculty and students' knowledge about the research process and data analysis, and train graduate statistics students (GRAs) in research and analysis consulting. Work is performed under the administrative supervision of the Assistant Provost for the Promotion of Research and Sponsored Programs, and performance evaluation is conducted through the TWU performance evaluation system in accordance with University Policies and Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Provost for Promotion of Research and Sponsored Programs

*Supervises:* Supervises student assistants, statisticians, and analysts at the Denton Campus, Dallas Campus and Houston Campus

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Provides visionary leadership and direction for the Center for faculty excellence in collaboration with an advisory committee.
- Oversees a team of statisticians on three TWU campuses to assure provision of high level statistical consultation to faculty and students.
- Establishes collaborative working relationships across the university community to facilitate research partnerships.
- Develops, implements, and assesses programs that support faculty and student research.
- Fosters and develops institutional policies, practices, and infrastructure that facilitate faculty success in grant writing, publication, and other research activities.

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- Collects, analyzes, and reports data to assess the effectiveness of Center programming and provide documentation as needed.
- Collaborates with ORSP Leadership to develop and implement strategies to strengthen faculty research at TWU.
- Communicates effectively with an Advisory Board and implements appropriate feedback from the Board.
- Designs and implements standards and procedures for consulting in research and statistics.
- Creates organizational systems to facilitate the work flow on multiple research projects for multiple Project Investigator's, project staff, and statistical consulting staff members.
- Supports faculty in understanding statistical software programs, research design, statistics, research proposal process, and other research-related topics.
- Develops and sustains a climate that fosters growth in research funding, staff capabilities, and scientific excellence and reputation.
- Constructs analysis plans for research proposals and scholarly research.
- Directs statistical consulting staff on research project needs and tasks.
- Critiques work of statistical consulting staff to foster growth in their expertise.
- Trains and assess the work of statistical consulting staff.
- Designs and implements research and data quality assurance plans in accordance with compliance requirements.
- Evaluates faculty needs in research, statistics, and research proposals.
- Creates workshops for training on statistical software programs, research design, statistics, research proposals, and other research-related topics, based on faculty needs.
- Evaluates instrument development and psychometric testing.
- Recommends statistical testing techniques appropriate for testing the research hypotheses.
- Recommends appropriate power and sample sizes for valid research results based on critical review of the research project, connection of the statistical needs, and conceptual framework.
- Evaluates statistical procedures on research proposals for accuracy and feasibility.
- Designs statistical procedures on research proposals or projects to support the reporting of accurate results.
- Evaluates and analyzes complex statistical data.
- Evaluates and designs appropriate methodology, materials, and statistical plan prior to data collection.
- Verifies the Project Investigator's interpretation of the statistical output is accurate mathematically and conceptually.
- Establishes job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Ph. D. required. Graduate degree in statistics, experimental psychology, computer applications, or related area.

**EXPERIENCE**

Five years of relevant statistical experience required. Two years proposal writing in research methodology, analysis, and power/sample size experience required. Two years leading research development, staff capabilities, and research and statistical consulting. Extensive experience and understanding of high-level statistical analyses, including logistic and multinomial regression, path analysis, hierarchical linear modeling, linear mixed modeling, factor analysis, cluster analysis, and structural equation modeling. Must be experienced in high level statistical consultation for health related research. Must have experience supervising statisticians and be able to effectively recruit statisticians and analysts with needed areas of expertise.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of high level statistics.
- Familiarity with federal laws pertaining to research.
- Working knowledge of National Institutes of Health and National Science Foundation funding mechanisms.
- Working knowledge of office practices and methods.
- Ability to prioritize work based on need and experience of statistical consulting staff.
- Ability to connect research and statistical needs with conceptual framework for feasibility and accuracy.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize and delegate work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate clearly with faculty and students.
- Ability to work collaboratively on a team and effectively participate in strategic planning to promote university research.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***