

Institutional Research 101: Managing an IR Office
Wednesday, November 16, 3:45-4:30
Paula Krist, Juan Ramirez, Kelly Wahl

This panel discussion focused on the questions outlined below.

To follow up on any of the topics below, please contact Paula Krist, pkrist@sandiego.edu.

I. Introduction of panelists (15 minutes)

1. Name, title, institution
2. How long have you worked in IR?
3. Other relevant positions you have held?

II. Overview of current office (10 minutes)

1. Institution: size, public, private, level of degrees at the institution
2. Where in the institution does your IR office sit? (E.g., report to the President?)
3. What is the scope of responsibility in your current IR office and what personnel do you have to meet these responsibilities?
4. How do you set priorities for the work of your IR office?
5. What do you consider to be the most important institutional relationships for an IR office to have?
 - Which offices/personnel have provided key relationships to help you “get the job done?”

III. Personnel Considerations (10 minutes)

1. What do you consider the key elements in having a harmonious office?
2. What are things you do/have done that have
 - enhanced the work environment?
 - made your staff feel appreciated?
 - increased the positive tone at work?