

Director, Institutional Research & Effectiveness

Position Description

Description:

The Director of Institutional Research develops, conducts and coordinates the College's institutional research activities, supporting institutional effectiveness, enrollment management, grant support, planning and accreditation activities. The Director supports quality improvement by working with decision makers across the College to enhance the understanding, collection, and use of data in decision-making; the Director coordinates the preparation of required state and federal reports.

Education:

Master's degree from an accredited college or university with course work that includes knowledge of research methods, statistical analysis and interpretation, and database management. Doctoral degree preferred with coursework in similar areas of study.

Experience:

Five years directly-related work experience required including two years of leadership experience. Experience with institutional research and planning or institutional effectiveness initiatives. Direct experience in higher education quantitative methods in research and analysis preferred. Experience with design and implementation of assessment programs, regulatory reports, accreditation, and survey research required. Knowledge and experience in interpreting state and federal regulations necessary.

Expertise in quantitative methods and analysis. Working knowledge of statistical software such as SPSS, Tableau, or R and ability to generate and interpret descriptive and inferential statistical analyses. *Advanced* working knowledge of office software including spreadsheet, word processing, and presentation software. Familiarity with SQL, Excel, Microsoft Access, and other data management software. Familiarity with survey design and development using tools such as Survey Monkey.

Also necessary are evidence of organizational skills, strong analytical skills, excellent verbal and written communication, ability to problem solve in a fast-paced work environment. Ability to multi task and ability to work independently and collaboratively on assigned projects. Strong communication skills to include the ability to work with non-technical users. Ability to perform work accurately and thoroughly with incredible attention to detail. Ability to analyze and summarize quantitative and qualitative data and to report it to users in a clear and concise manner. Ability to understand and use descriptive and inferential statistical measurements. Assist academic and administrative departments in data collection and analysis.

Reports to:

President/Chancellor of the College.

Responsibilities:**Institutional Research**

1. Serve as the College official source of institutional data.
2. Design surveys, analyze and summarize results of internal, external, and ad hoc surveys for the College.
3. Triage information and data analysis requests; prioritize ad hoc requests.
4. Serve as IPEDS Keyholder
5. Review data, documents, and reports for accuracy, completeness and compliance with college, state, and federal regulations.
6. Maintain the integrity of the data repository related to institutional information.
7. Develop and maintain a system for organizing and reporting current and historical institutional data relating to students, credit hours, faculty loads, areas of study, and state aid eligibility, etc. coordinate the design, development, and production of standard reports related to areas such as academic credit hour generation, faculty loads, student academic performance, retention and demographics, or other data reports as needed.
8. Prepare reports that illustrate/communicate research findings in various formats (oral, written, web-based).
9. Design and format the annual college fact book and fact sheet.

Institutional Assessment and Analysis

1. Assist faculty, staff, and administration in development of appropriate assessment procedures consistent with program goals and College outcomes.
2. Facilitate the systematic collection of assessment data within the College.
3. Acts as internal consultant on matters related to institutional effectiveness.
4. Coordinator of Institutional Effectiveness Plan (IEP) reporting using TracDat software.
5. Provide statistical consultation to non-technical audiences throughout the College.

Institutional Support

1. Represent the College on various state-wide task forces and committees.
2. Provide educational opportunities that build faculty expertise in assessment, as needed.
3. Collaborate with appropriate employees (faculty and administration) to facilitate the timely collection of accurate data.
4. Provides data to support grant applications and reporting.
5. Support reporting and accreditation efforts: e.g., HLC, AACN, etc.
6. Analyze educational research and current literature to identify applications to institutional effectiveness.
7. Perform support duties of complex and confidential nature
8. Plan, organize, and conduct meetings, seminars, and training programs related to educational and institutional effectiveness and outcomes.

9. Provide leadership in developing and implementing the College's institutional research and assessment planning to support institutional planning, policy analysis, and program improvement.
10. Serve as the College contact and reporter for all data information requested by national and regional publications and organizations, including accreditation organizations, IBHE, and IPEDS.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.