



*Connecticut State  
Colleges & Universities*

## **JOB OPPORTUNITY**

### **Campus Director of Institutional Research**

Open To: The Public

Location: Quinebaug Valley Community College, Danielson, CT for 2 days per week; Three Rivers Community College in Norwich, CT for 3 days per week

Hours: Full-Time, 35 hours/week

Compensation: Commensurate with experience

**Closing Date: July 12, 2019**

#### **Position Summary**

The Campus Director of Institutional Research performs complex and comprehensive analyses of information about such subject areas as student demographics, student academic histories, course offerings, institutional effectiveness and alumni career patterns to provide guidance to administrators on the effectiveness of the institution(s) and future strategic direction.

The Campus Director uses advanced statistical methods to collect, analyze and interpret a wide array of data to provide advice to administrators on strategic plans for developing the academic, social and administrative services. The position also may provide research-based recommendations on system-wide strategic direction and planning. A significant portion of the position's scope of work involves reporting institutional compliance to external agencies and doing mandatory reporting for State and Federal agencies. In addition, the Campus Director plays a critical role in supporting the college system through a new shared service model in its delivery of reports and data to key stakeholders.

#### **Supervisory and Other Relationships**

The Campus Director of Institutional Research works under the direction of the Director of the CSCU Office of Research & System Effectiveness (ORSE) or a designee of the director, but has substantial interaction with the College President/Campus CEO and other administrators of the campus(es) to which s/he is assigned. Depending on the size and scope of campuses, the incumbent may cover more than one campus.

The position may supervise or lead support staff and work collaboratively with their IR colleagues through ORSE research functional teams.

The position is required to have extensive cooperative and collaborative relationships with faculty, students, staff, and with professionals in peer institutions and the System Office. The incumbent is expected to serve the colleges and the system as a whole in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

### **Major Accountabilities**

The Campus Director of Institutional Research is accountable for performing complex and comprehensive analyses of information about the assigned Colleges, its programs and its students in order to afford useful and reliable guidance to administrators on the effectiveness of the institutions and on future strategic direction through performance in these essential functional areas:

#### **Data collection and analysis**

The Campus Director of Institutional Research is accountable for gathering, analyzing and interpreting information needed to assist administrators in providing strategic direction. This accountability includes such essential tasks as:

1. Determining the source and nature of needed information;
2. Developing and implementing effective survey and data collection techniques;
3. Conducting surveys and other data gathering efforts;
4. Conducting complex statistical analyses of data;
5. Interpreting data for meaning and direction on future courses of action.

#### **Information management**

The Campus Director of Institutional Research is accountable for developing a comprehensive body of data which can be accessed readily to provide critical information for administrators. This accountability includes such essential tasks as:

1. Designing and developing useful and reliable data bases;
2. Developing computer-based methods of storing and retrieving such data, including safeguarding the security of the data; this involves the use of the complex management information system;
3. Preparing reports of data on a wide variety of subject areas in formats useful to decision makers and in ample time for critical decisions.

#### **Strategic planning and guidance**

The Campus Director of Institutional Research is accountable for providing effective assistance to administrators by applying research and statistical methodologies to provide guidance on future directions. This accountability includes such essential tasks as:

1. Analyzing trends and impact of data on the institution(s) strategic direction;
2. Developing and recommending research-based strategies for administrators.

The position is required to serve on one or more ORSE research functional teams that are responsible for creating data-based products, for instance compliance reports to federal and state agencies, data tables and visualizations, etc. that are common to each of the 12 community colleges.

### **Minimum Qualifications**

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Collecting, analyzing and applying data to policy recommendations;
- Statistical analysis methods and techniques;
- Database management systems, spreadsheet development and application of computerized statistical systems;
- Strong information technology literacy skills;
- Strategic planning methods;
- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with two to five years of experience applying those disciplines in a field related to educational or institutional planning; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **Work Environment**

Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations. Incumbents are expected to travel between campuses and to the System Office to attend meetings, collaborate on projects, and provide general support to campuses.

### **Application Instructions**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be received **no later than July 12, 2019**. Please reference "**Search #19-05**" on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) CSCU Employment Application (available at: <http://www.ct.edu/files/pdfs/Employment-Application.pdf>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single MS-Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU System Office and our 17 institutions.

**Notice of Nondiscrimination**

The CSCU System does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information, criminal record or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity & Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at LGlende@commnet.edu.

*The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*