



**Connecticut State Community College
Job Description
Campus Director of Institutional Research**

**Salary Level:
CCP 19 (Subject to Willis)**

**Date Approved/Revised:
Rev 1. 3/2/23**

Position Purpose

The Campus Director of Institutional Research performs complex and comprehensive analyses of information about such subject areas as applicant and student demographics, student academic histories, course offerings, institutional effectiveness, and alumni career outcomes to provide guidance to faculty, staff, and administrators on the effectiveness of Connecticut State Community College's (CT State's) and local campuses' strategic direction.

The Campus Director will employ advanced data transformation techniques, qualitative survey data and statistical methods to collect, analyze and interpret a wide array of information to provide planning and decision support to CT State administrators on strategic planning and evaluation. 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. The Campus Director will manage data requests at their home campus(es) and perform institutional research for other CT State campuses and offices, the CSCU System Office, and external constituencies as needed while maintaining appropriate procedures for ensuring subject privacy and data security.

The Campus Director also plays a critical role in supporting CT State in its efforts to govern the production, distribution and access to data and the democratization of institutional research to various college constituencies.

Supervisory and Other Relationships

The Campus Director of Institutional Research works under the direction of a CT State Senior Director of Institutional Research as designated by the CT State Associate Vice President of Institutional Effectiveness and Planning. Senior Directors will coordinate with the Associate Vice President of Institutional Effectiveness and Planning to assign work to the Campus Director and manage the Campus Director's workload. The Campus Director will also maintain a close service relationship with Campus Chief Executive Officers and other administrators of the campus(es) to which they are assigned. Campus Directors of Institutional Research may serve up to two campuses.

The position may supervise or lead campus support staff and work collaboratively with other IR colleagues. The position is required to have extensive cooperative and collaborative relationships with faculty, students, staff, and with other professionals at CT State offices and campuses. The incumbent is expected to serve CT State constituencies on behalf of the Office of Institutional Effectiveness and Planning and to collaborate with various departments across CT State (e.g., academics, student services, continuing education, etc.) in support of student success.

Examples of Duties:

The Campus Director of Institutional Research is accountable for performing complex and comprehensive analyses of data and information about CT State, its programs, and its students (past, present and future), in order to afford useful and reliable guidance to administrators on the effectiveness of the institution and on future strategic planning. This work may include, but not be limited to, the following primary duties:

- Querying database management systems, developing spreadsheets or/and other structured data products, and application of computerized statistical systems;
- Conducting complex statistical analyses of data;
- Interpreting data for meaning and direction on future courses of action;
- Designing and developing useful and reliable data products;
- Storing, safeguarding and retrieving such data;

- Preparing reports of data on a wide variety of subject areas in formats useful to decision makers and in ample time for critical decisions;
- Conducting surveys and other data gathering efforts;
- Analyzing trends and their impact on planning and decision making;
- Developing and recommending evidence-based strategies for administrators.

In addition to the duties listed above the Campus Director is also responsible for managing and resolving ad hoc requests for information from their campus CEO or other campus constituencies. This work may involve the following additional accountabilities:

- Determining the source and nature of requested information;
- Receiving and delivering requests in a professional and service-oriented manner;
- Leveraging institution-specific data and institutional history to provide snapshots of local campus data.

Professional Participation and Development

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

The position is required to serve in some capacity on one or more committees charged with CT State data governance, and assist with research for accreditation, assessment or program review as needed.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of student records and other materials of a confidential nature.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Collecting, analyzing and applying data to support planning and evaluation;
- Statistical analysis methods and techniques;
- Knowledge of and experience with research design, statistical techniques, and use of current information technology, including educational resource and planning software (e.g. Banner) and statistical analysis tools (e.g. SPSS, Stata, and/or R).
- Querying database management systems, developing spreadsheets and/or other structured data products, and application of computerized statistical systems;
- Strong information technology literacy or data science skills;
- A history of providing service and support of client or customer needs;

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 together with up to two years of supervisory experience; 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 will typically perform their work in offices on the premises of one of their assigned campus(es). The work involves extensive use of computers, but does not normally involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations. Incumbents may be expected to travel between campuses and to the administrative offices to attend meetings, collaborate on projects, and provide general support to campuses.