

Job Title
Job Description:

Director of Institutional Assessment, Effectiveness, and Research

The Director plays a key role in setting directions for the office of Institutional Assessment, Effectiveness, and Research in support of the University's mission and strategic initiatives. Reporting to the Provost or its designee, the Director has hands-on responsibility for collecting and managing data, providing analysis and interpretation of data, and preparing reports for internal and external use and distribution. Translation of data into usable information for the university community is a key function of this position. The Director provides information and analytic support to the University's administrative decision-makers to facilitate strategic planning, policymaking, resource allocations, enrollment projections, and other processes requiring sound interpretation of data.

Reports to:

Provost or its Designee

Classification:
Essential Duties:

Full-Time, Exempt

The essential functions (i.e., the fundamental job duties of the position) are as follows:

- Ensure that meaningful, appropriate, accurate data and supporting documentation is available to meet the decision-making and accreditation needs of the University
- Provide support to each College related to professional accreditation requirements and develops and maintains a collection of data and reports to support program accreditation
- Implement and monitor the systematic review of programs and services in support of the college mission and strategic plan
- Develop and coordinate University-wide systems of academic and service area program reviews, and deliver monitoring reports to administrators and Board members
- In conjunction with College Deans, develop and implement a comprehensive system for assessing the effectiveness of university programs and services
- Collects and prepares data and processes information necessary for state and federal government-mandated reports; generates and provides data for accountability reports (i.e., IPEDs, University Annual Report); and develops statistical comparisons
- Automates the process to prepare data for reporting and strategic analysis
- Designs & conducts statistical analysis to support strategic decision making Creates data visualizations to present statistical information to campus constituents
- Monitor WASC compliance guidelines and educate college faculty and staff regarding compliance matters
- Report to the University's Accreditation Liaison Officer (ALO) for regional, professional, and postsecondary accreditation needs and ensure compliance with all accreditation standards
- Prepare data tables, figures, presentations, and other visualizations for internal and external consumption
- Clean, merge, create, and recode variables to prepare data for analyses and other internal/external uses
- Compile, analyze, and disseminate quantitative data on facets of the University and related educational issues, distribution of reports to meet local, state, regional, and national requirements
- Prepare, maintain, and update strategic planning materials
- Work to develop and maintain information on the website to inform all stakeholders of relevant accreditation, assessment, and strategic planning information

Qualifications/ Education:

- Other duties as assigned

This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by CHSU.

Education

- Master's degree in Management Information Systems (MIS), Mathematics, Business, or related field
- Five to ten years of related experience, or an equivalent combination of education and experience may be considered
- Doctoral degree with an emphasis in areas of research and evaluation strongly preferred
- Progressively responsible professional/administrative experience, in a field related to Institutional Research or Institutional Effectiveness.

Skills & Experience

- Minimum five years of experience in quantitative and qualitative research, statistical analysis, and reporting
- Knowledge of current trends and issues relating to federal and state reporting accreditation requirements current and innovative practices in the development and assessment of institutional effectiveness and student learning outcomes current theory and practice in institutional research the development of assessment tools and methods of measurement research design data warehousing, management information systems
- Research and design, including standard statistical procedures relating to sampling, correlation analysis, projections, and qualitative measures applied to educational research Knowledge and experience of using various inferential statistical tests in comparing data
- Database design, including data warehousing and security
- Ability to collaborate effectively with university administration seek consensus on student learning outcomes apply bench-marking techniques
- Must possess excellent computer skills and familiarity with Higher Education Enterprise Systems and data management and presentation software such as CAMS, Excel, Access, and Microsoft Power BI have expert knowledge of web-based reporting including use of dynamic web applications
- Proficiency with data retrieval using tools such as ACCESS or SQL
- Demonstrated high-level of proficiency with statistical software products such as SPSS, SAS, etc
- Experience designing, maintaining, and publishing data dashboard tools
- Ability to collect, organize and analyze data, and present complex material effectively to individuals and groups with diverse levels of education and knowledge
- Collaborate with other team members on projects related to institutional research/evaluation
- Establish and maintain cooperative working relationships with those contacted during the course of business
- Demonstrated attention to detail and commitment to accuracy
- Excellent oral and written communication skills
- Strong personal initiative, innovation, and self-motivation

Compensation:

Position offers competitive wage based on experience plus benefits.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **Director of Institutional Assessment, Effectiveness, and Research** in the subject field of the email.