

Director of Institutional Research

This position is: OPEN

Job Number: 601 **Posted:** 7/27/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

Position Summary

The Director of Institutional Research supports the vision and mission of Eastern University and is responsible for providing leadership, technical expertise and support in developing and maintaining a comprehensive institutional research program aimed to inform and enhance institutional planning and effectiveness, decision-making, compliance and policy development. Reporting to the Vice President for Institutional Planning and Effectiveness (IPE), the role includes direct oversight for tasks related to external reporting (e.g. IPEDS), institutional research, internal reporting processes, and direct supervision of IR staff.

Responsibilities

Position Responsibilities

- Work collaboratively with the VP for IPE to develop the mission, vision and strategy for the institution's institutional research function.
- Define, implement and consistently assess institutional research priorities.
- Ensure that institutional data collection and reporting processes are reliable, valid, and ethical.
- Ensure timely and accurate responses to all required and necessary internal and external data reporting requests, including IPEDS, and other appropriate forms of data management and dissemination. Serve as the institution's IPEDS Keyholder and the Portal Delegate for Middle States Commission on Higher Education (MSCHE).
- Provide direct oversight for implementation and administration of the institutional survey schedule. Work collaboratively with the VP for IPE, AVP for IE and appropriate offices to analyze and distribute survey results, and document institutional improvements from the relevant assessments.
- Develop and maintain benchmark groups (i.e. peer/aspirant) for comparative studies.
- Identify and provide senior leadership with Executive Briefs on relevant IR findings from various data sources, including rankings, benchmark studies etc.
- Manage prioritization of and timely response to internal and external ad hoc requests for institutional data and analyses.
- Supervise, mentor and provide guidance and professional development opportunities for the Institutional Research team.

- Work collaboratively with the Offices of Technology Services and the Registrar to ensure academic data integrity, quality assurance and common data definitions.
- Provide oversight and management for the University's Qualtrics and Tableau licenses and functions.
- Provide oversight for university-wide training needs as related to IR functions (e.g. CROA; Qualtrics; Tableau).
- Represent the Office of Institutional Research on committees and at meetings, conferences and workshops.
- Engage in professional development activities as appropriate.
- Seek to treat each member of the campus community with fairness, dignity and respect, seeking a spirit of unity and harmony as we join together to achieve our common mission.
- Other duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Minimum of a master's degree in a related field; 5 or more years of experience in higher education, proven experience leading and managing teams, and experience with translation of data into decision-focused information are required. Experience in institutional research preferred.
- Knowledge and experience in relational databases.
- Knowledge and experience with statistical software (SAS/R/SPSS or equivalent).
- Experience or knowledge of using tools such as Tableau or Power BI for data visualization.
- Working knowledge of research design methods (e.g. creating/testing surveys).
- Ability to work collaboratively with senior administrators.
- Proven ability to manage multiple projects.
- Keen attention to detail and excellent written and verbal communication skills are essential.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.