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## Director of Institutional Research & Effectiveness

Graduate School & University Center of the City University of New York

11 active jobs

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**Job Location:** New York, NY

**Job Category:** Institutional research

**Posted:** December 10, 2015

### POSITION DETAILS

The Graduate Center (GC) defines the standard of contemporary graduate education: rigorous academic training and globally significant research. It is recognized for outstanding scholarship across the humanities, sciences, and social sciences, and is integral to the intellectual and cultural vitality of New York City. Through its extensive public programs, The Graduate Center hosts a wide range of events, lectures, conferences, book discussions, art exhibits, concerts, and dance and theater that enrich and inform

The Office of Institutional Research and Effectiveness is housed within the Provost's Office of the Graduate Center and provides leadership in the areas of institutional assessment, student learning assessment, regional accreditation and institutional research.

The Director supervises one full-time professional staff member and at least one graduate assistant and has management responsibility for all Institutional Research and Effectiveness functions. The Director reports directly to the Provost.

Duties include but are not limited to:

- Provides leadership and direction in the design, prioritization, and implementation of an ongoing and coordinated program of institutional research and assessment activities in support of Graduate Center decision-making and planning;
- Oversees the coordination academic programs' and administrative office's external reviews. Supports and documents the integration of the results of these reviews into the Graduate Center's decision-making and planning;
- Supervises the design, administration, and analysis of surveys of various constituencies of the Graduate Center including students and alumni; supervises the communication the results of analyses to appropriate audiences and supports and documents the integration of the results of these surveys into the Graduate Center's decision-making and planning;
- Works with the Outcomes Assessment Committee chair to oversee the Graduate Center's student learning assessment cycle;
- Serves as the Graduate Center's Middle States Commission on Higher Education Accreditation Liaison Officer, and stays abreast of developments at the Graduate School and University Center that have consequences for Middle States accreditation;
- Evaluates the information needs of the Graduate Center, and oversees the development and maintenance of databases to support institutional research to provide that information;
- Oversees the submission of external and internal reports (for NY State Education Department, CUNY Central Office, Middle States, National Research Council, institutional surveys, etc.);
- Manages the Office's responses to ad-hoc requests and the production of and updates to the Graduate Center's standard data tables and the Office of Institutional Research and Effectiveness website;
- Keeps abreast of relevant research in higher education; and
- Performs other duties as assigned.

## **QUALIFICATIONS**

Bachelor's Degree and eight years' relevant experience required.

## **FLSA**

Exempt

## **OTHER QUALIFICATIONS**

- Doctorate preferred in the social, psychological, or educational research field. Education above the baccalaureate and demonstrable skills and/or years of relevant experience may be substituted for the eight years of experience.
- Experience in data collection, analysis, interpretation, and reporting.
- Knowledge of qualitative and quantitative research design and analysis.
- Demonstrated expertise in institutional research.
- Understanding of methods of data management and analysis in a university environment.
- Excellent project management skills.
- Excellent written and oral communication skills, including the ability to work effectively with faculty, administrative staff, and students.
- Ability to work independently, attend to multiple projects simultaneously, and meet deadlines.
- Experience with software applications, such as Banner, PeopleSoft, SPSS, Microsoft Excel and Access.
- Experience with a reporting tool such as Argos.
- Working knowledge of SQL.

## **CUNY TITLE OVERVIEW**

Directs institutional research programs and contributes to academic program planning, evaluation, and other activities related to the College's mission.

- Works collaboratively with senior management on issues of assessment, including general institutional effectiveness and measures of student success and learning
- Designs and oversees research efforts with an institutional scope and assists departments and offices with focused research needs
- Coordinates program reviews and accreditation reporting

- Manages institutional research data systems and other resources
- Maintains standard management information and official statistics for internal and external reporting
- Develops procedures to support analytical, planning, and assessment functions in student and academic areas
- Performs related duties as assigned.

Job Title Name: Institutional Research Director

CUNY TITLE

Higher Education Officer

### **COMPENSATION\_AND\_BENEFITS**

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

### **HOW TO APPLY**

Click on "Apply Now" below which will bring you to the registration screen. If you are a new user, you must register to apply. If you already have a user ID, please use your existing ID to apply. Make sure to upload a cover letter, resume, and contact information for three (3) professional references (name, title, and organization) by the closing date.

### **CLOSING DATE**

Open until filled with review of applications to begin on January 4, 2016

### **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

**Job Title:** Director of Institutional Research & Effectiveness

**Job ID:** 14139

**Location:** Graduate Center

**Full/Part Time:** Regular

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