



POSITION DESCRIPTION

DIRECTOR OF INSTITUTIONAL RESEARCH

Division: Academic Affairs

Reports to: Vice President for Academic Affairs

Classification: Staff

Revised: October 5, 2020

Reporting directly to the Vice President for Academic Affairs and working closely with the Registrar's Office, the Director of Institutional Research plays an important role in advancing Rivier University's commitment to mission and student success.

RESPONSIBILITIES:

The Director of Institutional Research coordinates research and analyses to inform the University's decision-making process, support long-range planning and accreditation; the Director collaborates with offices across the campus to support and advise on assessment and planning issues and manages campus-wide data collection and archiving.

The Director will gather, analyze and synthesize information to inform and augment the strategic planning and operational effectiveness of the University. This important role will have multiple responsibilities including but not limited to:

- designing policies and procedures to understand student retention, persistence and completion,
- working with offices on campus to analyze the results of external surveys and proposing institutional responses where appropriate,
- managing the operation of the university's course evaluation process,
- overseeing a schedule of required institutional reports,
- providing support to assessment and program review efforts,
- assisting in designing, conducting and analyzing internal surveys, and
- responding to requests for ad-hoc reports from various college departments.
- preparing the university's annual fact book and quarterly key indicators information.

The Director must provide support to the departmental and divisional work of learning effectiveness and assessment of student learning, including:

- possess an understanding and communicating best-practice outcomes assessment policies,

- commitment to developing faculty and staff in the implementation of these policies, and collaborating with departments and division to analyze and respond to outcomes assessment data.
- manage reporting needs for the university's NECHE re-accreditation and will have responsibilities for writing significant portions of the self-study that explains how Rivier University meets the standards for accreditation.
- support divisional efforts to secure and maintain specialty accreditation.
- ability to facilitate efforts by the campus community to secure external funding.
- capable of representing the office on various campus committees and provide analytical support to other offices as required.

SUPERVISION RECEIVED:

Direction and general supervision is received from the Vice President for Academic Affairs.

MINIMUM QUALIFICATIONS:

- An earned master's degree in a relevant field.
- The ability to work independently, strong organizational skills, the ability to manage multiple simultaneous projects.
- Excellent written communication skills and a detail-oriented approach.
- Proficiency in an analytical software package, such as Stata, SAS, R or SPSS
- Strong interpersonal skills, including public speaking skills and the ability to present the university in a positive way to diverse populations.
- The ability and willingness to support the mission of the university in all daily activities through a strong, student-centered ethic.
- Demonstrated ability to work effectively both independently and as part of a team.

PREFERRED QUALIFICATIONS:

- At least three years of experience working in a research environment involving data collection, reporting and analysis, while also interacting with various departments and individuals.
- Familiarity working with large datasets in MS Excel and enterprise information systems is strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Interact and collaborate professionally with faculty, students, and the general public.
- Work independently within designated timelines.
- Ability to engage in critical thinking and exercise independent judgement.
- Ability to maintain confidentiality and manage confidential information.
- Computer skills and proficiency with a variety of computer applications including word-processing, on-line teaching and reporting platforms, as well as online calendaring and email.

This position classification has been defined as exempt and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).