

Director of Institutional Research

About Siena College:

Located in Loudonville, New York - just 10 minutes from the state capital of Albany - Siena empowers more than 3,400 students each year through a transformative journey we call the *Education for a Lifetime*. All members of the Siena College community work together to advance the College's mission to graduate leaders intent on making the world more just, peaceful, and humane. That spirit reverberates across our 174-acre campus ranked among the 50 most beautiful college campuses in the country by Condé Nast.

Job Description:

The Office of Institutional Effectiveness at Siena College is seeking applications for a full-time administrative position of Director of Institutional Research. Reporting to the Associate Vice President for Academic Affairs - Institutional Effectiveness, the primary job responsibilities for this position include the following:

- Identify needs, collect data, and/or direct the collection of data necessary for college planning, research, reporting, grant applications, and other institutional effectiveness functions. Prepare, distribute, and present reports and recommendations as requested in a timely manner and with strict attention to detail and accuracy.

Category: Administrative and Staff Positions

Subscribe:

Department: Institutional Effectiveness

Locations: Loudonville, NY

Posted: Oct 31, 2022

Closes: Open Until Filled

Type: Full-time

Position ID: 155204



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- Prepare, oversee, and/or collaborate on the preparation of college documents including, but not limited to: a) college operational plans, b) college progress reports, c) accreditation periodic reviews and self-studies, d) state and federal reports, ad hoc reports, and publications, e) IR website materials, f) Fact Book and g) summary reports of nationally normed surveys.
- Act as the point of contact for any issues relating to research/data driven decision making. This includes interacting with administrators, faculty, staff, and outside agencies and requires appreciation for the handling of sensitive data and sound judgment.
- Conduct long- and short-term studies to evaluate college demographics, enrollment trends, retention and graduation rates, student academic success, employee characteristics, faculty workload and overall effectiveness of the institution.
- Work effectively with faculty, staff, and administrators to integrate the use of data into academic program planning and review, institutional management, and financial planning.
- Provide guidance, support, and technical training to the Siena community to enhance skills and knowledge in the areas of research design, methods, analysis, data presentation and related matters.
- Coordinate administration and analysis of nationally normed surveys including the NSSE and NLSSI; help develop and analyze institutional surveys for multiple stakeholders.
- Extract data from IPEDS and other sources for benchmarking against peer/aspirant institutions. Develop studies as requested to evaluate progress in achieving strategic goals of the college and respective work units.
- Assist in the monitoring and assessment of the College's strategic plan, as needed.
- Provide support and guidance to other OIE staff in the performance of Institutional Research functions.

Requirements:

- Master's required, doctorate preferred from an accredited college or university in Mathematics, Statistics, Education, Social Science or a related field.
- Significant experience in higher education institutional research setting (experience with student information systems, federal and state reporting).
- A deep understanding of higher education issues with experience in collecting, analyzing and interpreting student-focused statistical data, and longitudinal analysis of a variety of data types.
- Proficiency in academic research methodologies: educational research design and statistical analysis (SPSS, SAS or other statistical packages).
- Proficiency in the use of software for data extraction, verification and analysis and in working with relational database (SQL, MS Office - Access & Excel)
- Fluency in the use of Ellucian Banner.
- Familiarity with data reporting tools (such as Evisions Argos, or Tableau) is highly desirable.
- Experience with interacting and presenting data to a variety of audiences.
- Effective oral and written communication skills, ability to work independently and with a wide range of College offices and personnel, and work on multiple projects at a time.

A background screening will be required.

Additional Information:**Benefits*:**

Siena College offers a generous benefit package to eligible full-time employees. The benefit package currently includes a retirement plan contribution equal to 10% of an eligible participant's compensation (as defined under the plan) after meeting the plan's eligibility

requirements, and tuition reimbursement and exchange opportunities for eligible employees, spouses, and dependents. Eligible college employees currently enjoy a work schedule that includes half-day Fridays in the summer and an expansive holiday schedule, including up to two weeks off during winter break. Other perks currently include complimentary breakfast Thursdays in the dining hall, access to College community lectures and productions, complimentary College gym and library memberships, discounted and complimentary tickets to Siena Division I sporting events, and more. Opportunities for remote work may be available as well.

Siena cares for and values each member of its workforce and actively supports upward mobility. We are a community of Siena Saints, and as we often say, the world needs more Saints.

*Eligibility for individual employee benefits is determined at the time of hire and is subject to the terms and condition of the individual benefit.

Siena College is a Franciscan and Catholic institution and expects members of its community to be knowledgeable about its mission and to make a positive contribution to that mission.

Siena College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

A COVID-19 vaccination is required for employees pursuant to the COVID-19 policy.

Application Instructions:

Please submit cover letter, resume and contact information for three professional references at

[Apply Now](#)