**Title: Associate Director of Institutional Research and Planning**

**Reports to: Executive Director of IR**

**Location:**

**Summary:** The Associate Director of Institutional Research and Planning is the subject matter expert for the planning and delivery of the Institutional Research initiatives that support compliance endeavors for Mercy College. The Associate Director will collaborate with various constituents across the College, to ensure we adhere to State and Federal compliance and accreditation requirements

|  |
| --- |
| **A. Build Analytic Capacity & Data Governance** |
| Work with the Executive Director of Institutional Research & Analytics to advance College’s data management and governance structure and culture (e.g., establish standards, policies, procedures, compliance and prioritization).  |
| Develop and improve existing processes and make suggestions to streamline through the automation and documentation of tasks. |
| Oversee extracts and maintenance of longitudinal and cohort data files. Ensure data and information are accurate and available in a timely fashion. |
| Collaborate with stakeholders in the development of a standardized approach for reporting College metrics. Ensure that process is documented. |
| Support enterprise-wide, integrated data governance program designed to optimize the College’s use of data and information assets. Focus on addressing both the risk and value sides of the College’s data and information assets. |
| Assist with the implementation of College-wide initiatives that encompass the use and storage of institutional and student data.  |
| Maintain fluency with trends in higher education regarding collection, analysis, and reporting practices to keep the College current with evolving national practices. |

|  |
| --- |
| **B. Reporting and Compliance** |
| Keep abreast of trends and best practices related to Institutional Research methodologies for reporting and devise strategies to integrate into our processes.  |
| Collaborate with team to ensure timely reporting to maintain compliance with various accrediting bodies, government agencies and other external bodies (e.g., NYSED, IPEDS, Middle States, CDS, etc.) |
| Ensure timely reporting to maintain compliance with accrediting bodies, government agencies and other external bodies. |
| Oversee design, development, and implementation of external surveys. |
| Develop various dashboards and visualizations to monitor key performance indicators for various departments. Determine data needs of departments and programs through open communication and collaboration.  |
| Coordinate with executive offices to provide periodic reports to the Board of Trustees and its committees (e.g., retention data). |
| Provide support to the Executive Director in the coordination with executive offices to provide periodic reports to the Board of Trustees and its committees. |
| Collaborate with members of the Institutional Research department to produce an annual college fact book and supplemental ad hoc reports. |

|  |
| --- |
| **C. Management & Other Responsibilities** |
| Develop and advance a strong partnership network among Deans, Directors and other stakeholders, as well as the assessment offices. |
| Member of various College Committees as discussed with Executive Director |
| Other duties as assigned |

**EXPERIENCES AND/OR SKILLS REQUIRED**

* Minimum of five years of experience in Institutional Research, business intelligence, analytics, data analysis, program evaluation, or related research practices, with preference for a candidate with higher education experience
* Experience working with large databases, including extracting, evaluating and manipulating data for reporting and analytical purposes using query tools and/or programming language (e.g., SQL). Use of higher education dataset and tools such as IPEDS and the National Student Clearinghouse.
* Proficiency with research design, statistical procedures and analysis. Ability to conduct quantitative and qualitative research, including design, data collection, analysis and reporting.
* Close attention to detail, accuracy and precision of data and the ability to effectively manage multiple projects on deadline.
* Strong project management skills with the ability to manage concurrent projects of various complexity with tight timelines.
* Strong spreadsheet skills including advanced skills in Microsoft Excel and/or SPSS, and relational databases such as MS Access and/or SQL
* Familiarity with Statistical Analysis packages (R, SAS, SPSS, or Rapid Insight)
* Demonstrated leadership, interpersonal, written and oral communication, problem-solving, organizational, and presentation skills.
* Demonstrated evidence of detail-orientation, customer service orientation, ability to work independently, and great levels of responsibility required.
* Advanced degree preferred

**Desired Characteristics:**

* Disciplined, structured and data driven approach to decision-making and problem solving with a sharp focus on metrics, outcomes and results
* Action-oriented, collaborative, adaptable and innovative approach to work
* Demonstrated understanding of data architecture, data management and the development of data governance
* Ability to synthesize and articulate complex concepts to a broad spectrum of stakeholders
* Demonstrated ability to lead and cultivate a pro-active, inclusive, results-oriented work environment
* High level of integrity, accountability and superior judgement