

Job Description

Job Title: Institutional Research Manager
Job ID: 13762
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Institutional Research Manager reports to the Director of Institutional Research and Assessment and acts as a deputy to the director fulfilling the mission of the Office of Institutional Research and Student Assessment (OIRSA). OIRSA conducts statistical analyses for internal and external audiences, and ensures institutional effectiveness. It assists in College-wide strategic planning activities, and provides support to all College divisions with program evaluation projects, including Academic and Non-Academic Program Review. OIRSA also coordinates the assessment of Learning Outcomes. It reports to the Deputy to the President and Assistant Vice President for College Affairs, and is part of the President's Office.

The additional duties of the IR Manager include, but are not limited to:

- In collaboration with other members of the team, designing and performing research using institutional data to evaluate programs, assessing needs, supporting strategic planning, and providing analytical support where necessary.
- Serving as a liaison to the Non-Academic divisions at Hostos in order to coordinate and assist with the Non-Academic Program Review process; providing guidance and training with regards to using institutional data for informed decision-making and planning.
- Presenting findings of analyses and research to various College constituencies.
- As part of the OIRSA team, maintaining, organizing, and updating OIRSA's documents and data dictionaries.
- Responding to ad hoc requests; assisting individual divisions and offices in identifying, collecting, maintaining, analyzing, and interpreting quantitative and qualitative data in response to ongoing compliance needs.

QUALIFICATIONS

Bachelor's Degree and six years' relevant experience required. Excellent interpersonal, written and oral communication skills are essential.

Experience and proficiency in the following are preferred:

- Statistical analysis and interpretation
- Data extraction, manipulation, and visualization
- SPSS or similar software for descriptive and inferential statistical analysis
- Business intelligence, reporting tools, and relational databases
- Microsoft Office and Access

CUNY TITLE OVERVIEW

Manages College institutional research programs and studies related to the College's mission.

- Develops relevant, timely and accurate institutional information to administrators, the college community, the external community, and external agencies.
- Defines and implements research studies, designing and conducting data analyses and analyzing and interpreting results.
- Researches, develops and recommends policy analyses relevant to anticipated institutional planning, policy, and decision-making needs.
- Participates in college-wide strategic planning, institutional effectiveness and outcomes assessment tasks.
- Respond to data, table and report requests from college constituencies.

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- Manage surveys, questionnaires and other data-gathering instruments administered by the Office.
- Manages a library of institutional planning and research documents.
- May consult with faculty and students in the design of databases for research projects
- Performs related duties as assigned.

Job Title Name: Institutional Research Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

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

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Listings"

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

December 31, 2015 - Search extended

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.