

## Job Description

<b>Job Title:</b>	Institutional Research Specialist
<b>Job ID:</b>	10154
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### GENERAL DUTIES

Analyses and manages data in a College Institutional Research office.

- Collects, analyzes, maintains, and reports statistical institutional data and information online and in print
- Coordinates administration, data collection, and production of periodic reports and materials required for program reviews
- Responds to periodic external surveys to ensure timely and accurate reporting
- Conducts statistical research studies focusing on student recruitment, enrollment, retention, admissions, and financial aid
- Maintains selected databases and document libraries, soliciting and implementing regular updates and ensuring data quality and completeness
- Responds to time-critical ad-hoc requests for data and information, both internally and externally
- May consult with faculty and students in the design of databases for research projects
- Performs related duties as assigned.

Job Title Name: Institutional Research Specialist

### CONTRACT TITLE

Higher Education Assistant

### FLSA

Exempt

### CAMPUS SPECIFIC INFORMATION

Hostos Community College is one of 23 colleges in The City University of New York (CUNY) system. Located in the South Bronx, Hostos serves a diverse student population, many of whom are the first in their family to attend college. The Office of Institutional Research and Student Assessment (OIRSA) provides continuous data to the college's executive level on a variety of student issues, including performance, retention, and graduation as well as on-going performance related to the Strategic and Operational Plans. Additional information about the college can be found on the website at [www.hostos.cuny.edu](http://www.hostos.cuny.edu).

Reporting directly to the Assistant Dean of OIRSA, the Institutional Research Specialist is responsible

for all of the duties listed above.

**MINIMUM QUALIFICATIONS**

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

**OTHER QUALIFICATIONS**

The following qualifications are preferred:

- Excellent written and oral communication skills and must be detail oriented
- At least one year previous educational research experience in a higher education environment
- Proficiency in Microsoft Office to include Word, Excel, Power Point, and Access
- Master's degree in relevant discipline and knowledge of statistical software (SPSS and/or SAS)

**COMPENSATION**

\$42,873 - \$51,195

**BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits.

Health benefits are also extended to retirees who meet the eligibility criteria.

**HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigating to the following links: "Employment", "Search for Jobs", and "Search Job Listings".

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

**CLOSING DATE**

November 23, 2014 - Search Reopened

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.

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