

Job Vacancy Notice

Job Title: Associate Director of Institutional Research and Assessment (Institutional Research Manager)

Job ID: 20803

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Associate Director of Institutional Research and Assessment (Institutional Research Manager) reports to the Director of Institutional Research and Assessment at Hostos Community College. S/he acts as a deputy to the Director in fulfilling the mission of the Office of Institutional Research and Student Assessment (OIRA). OIRA conducts statistical analyses for internal and external audiences and ensures institutional effectiveness. OIRA 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. OIRA also supports the Office of Academic Affairs in the assessment of Learning Outcomes. OIRA is part of the President's Office and reports to the Assistant Dean of Institutional Effectiveness, Assessment, and Strategic Planning.

Additional duties include, but are not limited to:

- In collaboration with the Director of Institutional Research and Assessment, develops, implements and manages plans for information sharing and data dissemination through different data visualization tools and communication channels.
- In collaboration with other members of the team, designs and completes research using institutional data to evaluate programs, assessing needs, supporting strategic planning, and providing analytical guidance where necessary.
- Provides support in the academic and non-academic program review processes, as well as participates and provides support in all other College-wide assessment processes.
- Actively participates in accreditation efforts.
- Presents findings of analyses and research to various College constituencies.
- As part of the OIRA team, manages, maintains, organizes, and updates OIRA's documents and data dictionaries.
- Responds 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.

The following qualifications are preferred:

- Experience with statistical analysis and interpretation.
- Experience with data extraction, manipulation, and visualization.
- Experience with SPSS or similar software for descriptive and inferential statistical analysis.
- Experience with business intelligence, reporting tools, and relational databases.

- Proficiency in Microsoft Office, including Excel and Access.
- Excellent interpersonal and written and oral communication skills.
- Knowledge of Tableau, Power BI, Power Pivot, and SQL.

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.
- 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

\$84,678 - \$94,248; 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 navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter and three professional references.

CLOSING DATE

Open until filled with review of applications to begin August 1, 2019.

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.