Job Title: Director of Institutional Research
Job ID: 17998
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctorate degrees, and in collaboration with CUNY Graduate Center, numerous PhD degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. The new (2017-2022) Strategic Plan reflects the College’s strong commitment to student success.

The College seeks a forward thinking innovative individual with strong analytical skills for the position of Director of Institutional Research. Reporting to the Associate Provost for Graduate Studies, Research, and Institutional Effectiveness, the Director serves as a strategic partner providing leadership, guidance and support to the institution by collecting, analyzing, interpreting, and reporting data essential to inform planning, policy development, and strategic decision making with an emphasis on student success. S/he works collaboratively with senior leadership in Academic Affairs, Student Enrollment Services, and in the three academic Schools and two academic Divisions. The Director is responsible for all College-level institutional research activities.

PRIMARY RESPONSIBILITIES:
- Provides leadership and direction in the design, prioritization, and implementation of institutional research activities, including collecting, analyzing, interpreting, and reporting information on the characteristics of the institution for use in decision-making, strategic planning, and reporting as appropriate within the institution.
- Collaborating with senior leadership, develops and maintains accurate, meaningful dashboards using key metrics and benchmarks. Proactively identifies data trends, data quality issues and recommendations for improvement.
- Oversees the submission of external and internal reports (for NY State Education Department, CUNY Central Office, Middle States, National Research Council, institutional surveys, etc.) as appropriate.
- Oversees and monitors the overall integrity of data, complying with state and federal requirements.
- Monitors extent to which research findings are accessed and used by college constituents so as to ensure broad dissemination and promote data-driven decision making.
- Oversees the design, administration, and analysis of surveys of various constituencies at CSI; supervises the communication of the results of analyses to appropriate audiences for integration with planning and decision-making.
- Represents the College at federal, state, and local level meetings, seminars, and/or conferences as appropriate, and at professional organizations related to institutional research within the state, taking a leadership role where appropriate.
- Other duties as required.

QUALIFICATIONS

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

A preferred candidate should have:
- A Master’s or Doctorate in the mathematical, social, psychological, or educational research fields, or a related field.
- Experience in data collection, analysis, interpretation, and reporting in a variety of formats (verbal, quantitative, visual).
- Strong knowledge of qualitative and quantitative research design and analysis.
- Demonstrated expertise in institutional research.
- Understanding of methods of data management and analysis in a college/university environment.
- Knowledge of regional accreditation processes.
- Excellent project management skills.
- Excellent written and oral communication skills, including the ability to work effectively with faculty, administrative staff, and students.
- Ability to work independently, attend to multiple projects simultaneously, and meet deadlines.
- Experience with software applications for data extraction, analysis, and reporting, such as PeopleSoft, SPSS, Microsoft Excel, Access, and Tableau.

**CUNY TITLE OVERVIEW**

Directs institutional research programs and contributes to academic program planning, evaluation, and other activities related to the College's mission.

- Works collaboratively with senior management on issues of assessment, including general institutional effectiveness and measures of student success and learning
- Designs and oversees research efforts with an institutional scope and assists departments and offices with focused research needs
- Coordinates program reviews and accreditation reporting
- Manages institutional research data systems and other resources
- Maintains standard management information and official statistics for internal and external reporting
- Develops procedures to support analytical, planning, and assessment functions in student and academic areas
- Performs related duties as assigned.

Job Title Name: Institutional Research Director

**CUNY TITLE**

Higher Education Officer

**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**

To apply, please visit [http://cuny.jobs/](http://cuny.jobs/) and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**CLOSING DATE**
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.