Position: Institutional Research Specialist

Job Title: Institutional Research Specialist
Job ID: 19759
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 24 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer 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, certificates, and professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI’s internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provide transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island’s economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

The Office of Institutional Research (OIR) at the College of Staten Island invites applications for the position of Institutional Research Specialist. Reporting directly to the Office of the Associate Provost for Graduate Studies, Research, and Institutional Effectiveness, the OIR serves the College community by engaging in the collection, analysis, and dissemination of data to support data-driven decision-making, enrollment management, and institutional improvement. As a result, the OIR plays a central role in the College’s regional accreditation process (i.e., Middle States Commission on Higher Education).

Reporting to the OIR Director, the Institutional Research Specialist will collect, analyze, and disseminate data to the College as well as external stakeholders. Key duties include, but will not be limited to the following: maintaining institutional data; preparing College and departmental-level reports; refining data requests, developing or refining surveys; analyzing data, ranging from small to large, complex datasets; presenting data using graphic and tabular displays; and preparing reports.

QUALIFICATIONS

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

Preferred qualifications include:

- Master’s degree in social work, psychology or educational research fields, or a related field.
- Experience in data collection, analysis, interpretation, and reporting.
- Knowledge of research design and experience with developing evaluation/assessment plans and tools.
- Knowledge of higher education processes and policies, including regional external accreditation processes (e.g., Middle States).
- Excellent communication skills both verbal and written.
- Ability to pay attention to detail and work collaboratively.
- Experience with software applications for data extraction, analysis, and reporting, such as SPSS, Microsoft Excel, Access, Tableau.

CUNY TITLE OVERVIEW

Oversees collection and assessment of data for Institutional Research purposes.
- Compiles, maintains, and analyzes institutional data in various formats
- Produces reports and metrics based on department's needs; responds to time-critical ad-hoc requests
- Loads, extracts, edits, and evaluates data for reporting and analytics
- Maintains selected databases and document libraries, updating and ensuring data quality and accuracy
- May participate in internal and external surveys as needed
- May consult with others in designing methodology for research projects
- Performs related duties as assigned.

**CUNY TITLE**

Higher Education Assistant

**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/ 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**

December 6, 2018

**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.