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 10,000 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 doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. 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 with residential housing and is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The Associate Director, reporting to the Director of Institutional Research and Assessment, is responsible for managing activities and operations related to institutional research, assessment, and accreditation activities across the College in support of its mission and strategic priorities. Key responsibilities include, but will not be limited to supporting the college in data-driven decision-making and planning and fostering a culture of assessment.

The Associate Director will also perform the following duties:

- Engages in the collection, analysis, and dissemination of data
- Prepares various reports (e.g. data dashboards, write-ups of analyses) that effectively communicate data to stakeholders, identifying best practices and opportunities for improvement
- Supports the development and implementation of a collaborative and systematic assessment process (annual academic and administrative assessment and academic program reviews)
- Provides support to faculty and staff to implement assessment plans, which includes drafting program missions, goals, and objectives
- Develops assessment instruments (e.g., tests, observation protocols, interview and focus group protocols, and rubrics) that measure both process and outcome goals and objectives
- Maintains select databases and repository of documents including, updating and ensuring quality and accuracy
- Participates in workshops on institutional research and assessment practices
• Becomes familiar with accreditation requirements and reporting
• Performs related duties as assigned

QUALIFICATIONS

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

Preferred qualifications include:

• Masters or doctorate in an appropriate discipline (e.g., psychology, education, higher education, or a related field)
• At least three years experience with designing and implementing qualitative and quantitative research methods (data collection, analysis, and interpretation)
• At least three years experience with statistical analysis and interpretation as well as software applications for data extraction, analysis, and reporting (e.g., SPSS, Microsoft Excel, Tableau).
• Knowledge of or at least one year experience with academic and administrative program assessment within higher education
• Excellent communication skills both verbal and written; can interpret, present, and explain data clearly to different audiences
• Ability to work collaboratively with colleagues as well as coaching and teaching others
• Excellent organization skills and ability to establish priorities among multiple demands and projects

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**

$76,395 - $82,928

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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.**

**CLOSING DATE**

November 25, 2023

**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.