



JOB DESCRIPTION

TITLE: *Institutional Research Director*

OFFICE: Office of Institutional Research

DATE PREPARED: March 26, 2021

REPORTS TO: President

FLSA: Exempt

POSITION SUMMARY:

The Director of Institutional Research is responsible for developing, implementing, and managing a comprehensive institutional research program to support ongoing strategic planning priorities, evidence-based decision-making and the institutional effectiveness of Heritage University. The Director works closely with campus leaders and colleges, in particular in the processes involved in resource allocations, enrollment management, and other data system requirements for the University. Primary duties include the compilation, analysis, interpretation, and communication of all data needed to inform planning and resource management decisions. The director is responsible for all official data of the University.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Collects, analyzes, and interprets all institutional data and is the only source of official institutional data for all stakeholders.
5. Coordinates with the Director of Information Technology to assure data is reliably entered and securely stored.
6. Assures that all federal, state, and other external reporting requirements are submitted accurately and in a timely fashion.
7. Provides information of a general nature about the University through the publication of a yearly Factbook.
8. Responds to internal requests for data from senior administration.
9. Is an active participant in strategic planning and responsible for its data needs. Serves as central resource for institutional data and assists in the development and monitoring of strategic indicators.
10. Coordinates with Vice-presidents, the Director of Accreditation & Quality Improvement, CILT, and Chairpersons to assure all reporting needs are met accurately and in a timely fashion.
11. Assesses institutional outcomes and contributes to reporting for NWCCU accreditation in coordination with the Director of Accreditation & Quality Improvement.
12. Coordinates the administration and utilization of institution-wide surveys and studies related to institutional assessment.
13. Consults and/or collaborates with faculty and staff, departments, offices, and/or programs to include: routine or special projects to develop and design tools for data collection; survey administration; and summarization and analysis of the findings.

14. Maintains the University's webpage in the area of Institutional Research.

OTHER DUTIES:

1. Other duties as necessary or as assigned.

QUALIFICATIONS:

Minimum:

1. A Master's degree in Education or another related Social Science field (Doctoral degree preferred).
2. Three years of experience with social science research

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Functional knowledge of statistical software packages and mainframe databases for data retrieval.
2. The ability to write concise analytical reports that are directed to specific readership is required.
3. The ability to interact with many levels of personnel in a congenial, courteous manner is required.
4. Excellent written, verbal, and interpersonal communication skills.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948