



JOB DESCRIPTION

TITLE: Director of Institutional Research

DEPARTMENT: Office of Academic Affairs

REPORTS TO: Associate Vice President of Academic Affairs

FLSA: Exempt

SALARY: \$80,000 - \$95,000 (commensurate with experience and education)

POSITION SUMMARY:

The Institutional Research Director is responsible for maintaining and reporting on all official institutional data, research and analysis, to all institutional stakeholders. The IR Director supervises all institutional research activities which provide information to support institutional planning, policy formulation, and decision making, directs and manages data collection, data analysis, and research activities relative to institutional research.

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 interested parties.
5. Coordinates with the Associate Vice President of Information Technology to assure data is reliably entered and securely stored.
6. Assures that all federal, state, and other reporting requirements are submitted in a timely fashion.
7. Provides information of a general nature about the University through the publication of a yearly Factbook and maintenance of a data dashboard.
8. Provides ad hoc information as requested by 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 Associate Vice President of Academic Affairs, 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 accreditations in coordination with the Associate Vice President of Academic Affairs.
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.

Knowledge, Skills, and Experience:

1. A Bachelor degree with demonstrated understand of social science research (Master degree preferred).
2. Minimum of two years of experience with research and data analytics, preferably in a leadership role
3. Functional knowledge of statistical software packages such as SPSS, R, SAS, or STATA and mainframe databases for data retrieval.
4. The ability to navigate and understand databases and extract data from systems.
5. The ability to write concise analytical reports that are directed to specific readership is required.
6. The ability to interact with many levels of personnel in a congenial, courteous manner is required.
7. Excellent interpersonal/written communication skills; strong customer service/public relations orientation.
8. Strong organizational skills with the ability to prioritize and meet deadlines.
9. Ability to work independently and as a member of a team.
10. Sensitivity to various cultures and the ability to work as a collaborative team member.
11. Initiative, commitment to accomplishment, and adaptability when needed.
12. Walk across campus; sit for long periods of time; type on a keyboard for extended periods of time; lift reams of papers.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

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 Application

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

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.