

## **University of Minnesota Crookston**

### **DIRECTOR OF INSTITUTIONAL RESEARCH (CLASSIFICATION #9334)**

**POSITION:** Full-time, 12-month, annual renewable position starting June 1, 2012 or as soon as possible after that date. This new position merges the leadership from accreditation, institutional research, planning and academic analysis together into a single point of contact and resource for the institution's data collection, planning and analysis efforts. The office will have a heightened importance as UMC has been accepted by the Higher Learning Commission to participate in its Academic Quality Improvement Program (AQIP), as an alternative process for institutional accreditation. Accordingly, the Office of Institutional Research, Planning, and Analysis will sometimes take the lead in designing and implementing a variety of research projects to examine institutional effectiveness, and other times serve as a data and analytic resource to a variety of committees and workgroups throughout the university community. The position reports to the Senior Vice Chancellor for Academic and Student Affairs. The position's salary range is \$55,000 - \$75,000 per year plus an excellent benefits package.

**RESPONSIBILITIES:** The director is responsible for assuring the efficient and effective operation of the office. Serve as the campus's AQIP Coordinator, Chair of the AQIP Steering Committee and will oversee all of the campus's AQIP projects and activities. Work with administrators and departmental faculty to plan, organize, and coordinate institutional effectiveness protocols following AQIP guidelines across campus. Develop and direct college-wide research and assessment activities as they relate to UMC's strategic and operational plans with a focus on continuous quality improvement. Analyze and interpret research findings and assessment data, and use appropriate methods to report such findings, with particular emphasis on findings that influence institutional decision-making and policy development. Oversee the collection, analysis, and distribution of institutional data to support strategic planning, decision-making, program development, assessment of student learning, accreditation, and program review. Oversee the preparation of standard reports and surveys for both internal and external use. Work in coordination with, and as the campus point of contact with the University of Minnesota's system-wide Office of Planning and Analysis. Support UMC's Academic Program Review and Planning activities. Serve as an institutional resource to committees, academic departments and non-academic programs/departments with their data and research needs. Coordinate with academic departments to develop and implement a continuous, comprehensive, campus-wide outcomes assessment program. Other duties as assigned by the Vice Chancellor for Academic Affairs.

**MINIMUM QUALIFICATIONS:** Master's degree in a quantitatively-intense discipline such as statistics, educational research, actuarial science applied social science or applied mathematics and two years of relevant experience. Demonstrated knowledge and experience in the management and manipulation of secondary databases. Knowledge of higher education principles, practices, and procedures. Experience in institutional, academic program, and outcomes assessment. Familiarity with regional and specialized accreditation practices and standards. A functional understanding of "continuous improvement" theory and practice. A functional understanding of academic assessment, teaching effectiveness and learner outcomes. Ability to work effectively with academic administrators, staff, faculty and external

“customers,” to ensure systematic coordination of the assessment program. Institutional research experience suitable to fulfill the position duties and responsibilities. Excellent report writing and public speaking skills necessary to describe and explain academic research products to non-academic audiences. Experience working with large scale relational databases such as Oracle, SQL Server, etc. Advanced SQL programming skills including multiple table joins, sub queries, and conditional aggregation. Experience extracting, transforming, and organizing data from relational database tables. Final job offer contingent upon complete background check.

**PREFERRED QUALIFICATIONS:** Doctoral degree in a quantitatively-intense discipline, three years of experience designing and implementing quantitative research and evaluation studies, experience working in an institution of higher education, and experience with processes specific to AQIP accreditation.

**APPLICATION PROCESS:** Review of application materials will begin January 3rd and continue until the position is filled. To apply, electronically submit a cover letter explaining how your education and experience have prepared you for the position, a current resume, transcripts, contact information of five (5) professional references. Visit <https://employment.umn.edu> for complete instructions on how to apply electronically.

*The University of Minnesota is an equal opportunity educator and employer. Women and members of minority groups are encouraged to apply.*