

**Cardinal Stritch University**  
**Director of Data Quality and Institutional Research**

The Office of Information Services is looking for a full-time Director of Data Quality and Institutional Research. This is a direct report to the Vice President for Information Services, Chief Information Officer with responsibility for directing, managing, and supervising Data Quality and Institutional Research.

**Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Promote, facilitate, and implement a university wide reporting agenda that meets the increasing requirements of internal and external stakeholders for timely, accessible, and quality data through: the development of a clear and deliberate information resource management strategy and coordination of data resources, the formulation of new administrative policies and business practices around data governance within and across University constituents which aligns data, clarifies roles and responsibilities, and addresses stewardship and security issues, emphasis on system wide reporting that focuses beyond compliance, and ad hoc reporting to one based on knowledge management through research and analysis

**Education and/or Experience:**

- Master's degree in business, statistics, public or educational administration or information technology. Seven years of progressively responsible professional administrative and managerial experience for a large, complex multi-faceted organization of which five (5) years of experience involves directing information resource management and/or developing and presenting reports using information technology and business intelligence tools for large, complex organizations and includes the translation or conversion of data into reports and documents used in policy development and decision making at the senior executive level of the organization
- Knowledge of current and emerging policies, practices, trends, and direction of higher education institutional research nationally
- Demonstrated ability to: Plan and coordinate program activities, resolve complex problems, work collaboratively with diverse groups, lead in policy development and implementation including strategic planning and implementation in complex organizations, apply quantitative and qualitative research methodologies, statistics, data analysis, and reporting, lead subordinates, manage work priorities and projects, and manage employee relationships.
- Experience in the operations and management of a Jenzabar student information system, preferred

A criminal background check is required before employment. For consideration please apply to:

TJ Rains  
VP/CIO Information Services  
Cardinal Stritch University  
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