

## Director of Institutional Research

Inver Hills Community College seeks a Director of Institutional Research to develop, lead, and implement an institutional research plan to meet college planning needs and institutional effectiveness.

**Application Deadline:** September 12, 2011.

**Salary:** \$40,361-\$59,195 depending on education and related experience.

### Responsibilities:

- Work with the Institutional Effectiveness Council to develop and implement an annual Institutional Research Plan that meets the needs of the College Work Plan, Academic Quality Improvement Program (AQIP) Action Projects, and accreditation requirements.
- Develop research projects, including design, data collection methodology, management and analysis in collaboration with the departments that provide instruction and services.
- In collaboration with campus grant-funded initiative teams, develop and implement research and evaluation plans for grant-funded initiatives and decision-making.
- Design and help implement assessment plans that evaluate the results of initiatives and program performance.
- Design enrollment, labor market, and program reports, collect and analyze data, and develop reports each term for the College. Provide research assessment and analysis to Academic Affairs, Institutional Effectiveness Council and project directors.
- Design, manage, and implement administration of surveys at the College.

### Minimum Qualifications:

- Bachelor's degree with coursework in research or statistics.
- Experience developing and implementing research and statistical studies.
- Experience and skills in data collection and data integrity.
- Experience using databases, spreadsheets, and graphical and statistical analysis software (i.e. SPSS, SAS) for research purposes.
- Experience and skill in research and analysis techniques.
- Skill in oral and written communication and preparation of materials and reports.

### Preferred Qualifications:

- Master's degree in a related field.

- Experience applying principles of strategic planning and effectiveness to institutional processes and systems.

**Application requirements:** You must apply online at <http://www.inverhills.edu/About/HR/> and click on the Academic and Administrator Jobs link to apply. Application deadline is 4:30 p.m. on September 12, 2011. Mailed applications will not be considered.

Founded in 1970, Inver Hills is a comprehensive community college offering 26 degree options including the Associate in Arts (A.A.), a liberal education degree that leads to transfer to four-year colleges; the new Associate in Fine Art (A.F.A.) degree in studio arts; and the career-related Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees in leading occupational areas such as nursing, paralegal, computer networking, law enforcement, human services, business, emergency medical care, and more.

Located 10 minutes from downtown St. Paul, scenic Inver Hills Community College serves over 8000 students each semester. Approximately 25% of course sections are offered online. Recognized for adult experiential learning, Learning Communities, and its Center of Excellence for Access and Opportunity, Inver Hills is an Academic Quality Improvement Program (AQIP) institution. The college is committed to providing students access through a variety of support programs and through flexibility in scheduling, including online, web-enhanced and accelerated off-campus and Saturday courses. The college is also committed to reflecting a diversity of perspectives and backgrounds among its administrators, faculty and staff.

We offer excellent benefits including health and dental insurance; paid annual and sick leave; defined benefit and defined contribution (401(a)) retirement plans; 457 and 403(b) retirement savings plans; and tuition waiver for employees and dependents.

If you have a disability and need an accommodation to participate in this selection process, please contact the Americans with Disabilities Act Coordinator at [HumanResources@inverhills.edu](mailto:HumanResources@inverhills.edu) or (651) 450-3672 (voice); or TTY (651) 450-3369.

Notice: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business, whether using a rental or state vehicle, shall be required to complete a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Visit [www.inverhills.edu](http://www.inverhills.edu) and <http://inverportfolio.project.mnscu.edu/> to learn more about Inver Hills.

*Inver Hills Community College is an affirmative action, equal opportunity educator and employer. A member of the Minnesota State College and Universities System. A member of the Higher Education Recruitment Consortium.*