

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Director of Institutional Research and Effectiveness

Preparation Date: June 23, 2017

Function of Position:

The Director of Institutional Research and Effectiveness reports to the President and supports the senior administrative team in providing direction and leadership for initiatives related to institutional effectiveness and for implementation of the College's strategic plan. The DIRE develops and generates data to inform systematic, broad-based, and interrelated planning processes for the educational, administrative and support activities of the College. The DIRE also engages in research to help the senior administrative team, as well as all administrative and academic departments of the College, identify outcome measures and benchmarking tools. FTE for this position is 1.0

Duties and Responsibilities:

1. Support the senior administrative team in implementation of the College's Strategic Plan by providing accurate, relevant, and useful data/information (metrics) for monitoring progress on the achievement of strategic objectives. [30%]
2. Lead institutional effectiveness processes by working with the senior administrative leadership team and administrative and academic departments to gather and analyze appropriate data, generate relevant reports, identify opportunities, and guide the College (senior administrative team and individual departments) in moving toward improved performance, using the strategic plan and institutional effectiveness measures as guideposts. [30%]
3. Prioritize conclusions drawn from institutional research and collaborate with the senior administrative team and administrative/academic departments to develop plans and initiate actions to address opportunities for improvement. [15%]
4. Work with all Vice Presidents of the College to fulfill institutional data reporting needs, both internal and external, and to facilitate planning, budgeting, grant applications, and policy decisions in their respective areas. [10%]
5. Enrich and expand current knowledge in the field of institutional research and effectiveness by participating in conferences, workshops, and professional development activities; maintain the College's internal and public web access to information about institutional research. [5%]
6. Manage the Institutional Research and Effectiveness budget. [5%]
7. Participate in faculty and institutional committee work as assigned or invited. [5%]
8. Perform other duties, as assigned.

Supervision:

Under administrative direction, employee is generally responsible for determining performance standards, developing new policies, and working on complex projects and problems.

Qualifications:

Master's Degree in higher education, data analytics, the social sciences, statistics, or related field (Ph.D. preferred). Minimum of five years of related experience in higher education or similar setting. Demonstrated in-depth knowledge of research methods and advanced statistical analysis techniques, as well as statistical analysis software. Demonstrated advanced knowledge of and experience with integrated administrative software system. Demonstrated ability to identify, generate and use data for problem solving and decision-making. Excellent communication, facilitation, and collaboration skills, as well as the ability to engage successfully in college-wide strategic decision-making and planning processes. Highly developed organizational and leadership skills. Ability to prioritize multiple and varied projects and initiatives.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.