



CONNECTICUT COLLEGE

Job Details

Title:

Assistant Director of Institutional Research and Assessment

Applications accepted through:**Pay Type:**

Exempt (salaried)

Department:

Institutional Research

Reports to:

Director of Institutional Research and Planning

Appointment Type:

Continuing Full-Time

Hours Per Week:

37.5

Work Schedule:

52 weeks per year

Benefits Eligible:

Full Benefits

Qualifies for relocation reimbursement:

Yes

Job Summary:

Connecticut College is conducting a national search for an Assistant Director of Institutional Research and Assessment to help carry out a broad institutional research program of data collection, analysis, and reporting to inform College decision making, planning, teaching, management, and marketing. The Assistant Director will collaborate with the Director and other data managers on campus to carry out reporting of institutional data to external entities such as the federal government, college guidebooks, and consortia; and ensure accuracy and integrity of College databases and records. This position is [benefits eligible](#) and includes a comprehensive benefits package.

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General Duties & Responsibilities:

This Assistant Director will design, administer, and report results of research projects and surveys of various campus constituencies; support offices, departments, and committees in their assessment of student learning outcomes; coordinate campus surveys; lead projects to promote the awareness and use of institutional data and survey results across campus. Additional responsibilities include:

- Plan, design, administer, analyze and report on internal research studies, surveys, program reviews and statistical and other policy analyses to inform College decision making, to gauge student learning and post-college outcomes, to support short- and long-range planning, and to provide public accountability.
- Track and report key institutional indicators with comparisons to peer institutions for annual and strategic planning, budgeting, and enrollment management.
- Create and maintain institutional datasets and assist with reporting to external entities such as the federal government, state government, the Higher Education Data Sharing consortium, NECHE, NCAA, the Connecticut Conference of Independent Colleges, etc.
- Coordinate completion and submission of college guidebook surveys and materials including the Common Data Set template, U.S. News and World Report, College Board, etc.
- Fulfill internal requests for institutional data (from the Office of Communications, the Office of Corporate, Foundation and Government Relations, senior administrators, departments, faculty committees, faculty members, etc.) to promote effective management, operations, and teaching and learning.
- Support student learning outcomes assessment in general education, academic programs (majors), and co-curricular activities through methodological assistance, data collection, data analysis, and reporting of results.

Qualifications:

Bachelor's degree in social sciences, education or similar field with three years of relevant work experience required. Master's degree preferred. Experience or training in learning outcomes assessment or program evaluation desirable as well as understanding the mission and objectives of private higher education and governance of small colleges. Excellent skills in quantitative and qualitative research methods, data analysis, data visualization and reporting; ability to communicate technical information orally and in writing to individuals with varying backgrounds. Strong skills in Microsoft Excel, PowerPoint, and an online survey platform (e.g., Qualtrics) required; experience using SPSS or similar statistical packages, and an enterprise system such as Banner/WebFocus desirable. Must have integrity; ability to work with confidential information; strong attention to accuracy and detail. Ability to interact well with a variety of people from all areas of the College and the community, and work under pressure to prioritize and execute multiple projects simultaneously.

Required Documents:

Cover Letter, Resume

Applicant**Credentialing:**

Thorough applicant credentialing, including criminal records check, will be conducted on the selected candidate.

Connecticut College requires employees to be fully vaccinated for COVID-19. This includes the booster vaccine. New employees must present their COVID-19 vaccination record to Human Resources prior to the first day of employment. Individuals who have a medical condition or sincerely held religious beliefs that prevent them from getting the vaccine may confidentially request an exemption through the office of Human Resources. Additional COVID-19 safety protocols such as participation in weekly testing will be required of faculty, staff and students who have approved vaccine exemptions.

NEW FlexWork at Conn:

Connecticut College is developing our brand as a leading employer in the state with a culture of community, inclusion and innovation. Recognizing the changing needs and desires of a talented workforce, we are developing a best-in-class initiative called FlexWork, our own approach to flexible schedules and remote work. Our approach will leverage lessons learned from the pandemic, knowledge from the evolution of approaches to human resource recruitment and retention, and considerations of equity. Details vary by type of position. Please be sure to explore this as part of your job search with us.

As a highly selective residential liberal arts college, Connecticut College is committed to creating a vibrant community enriched by diverse perspectives, talents and experiences. We encourage applications from candidates who share this commitment and will contribute to the diversity of our college community, especially members of historically under-represented groups. AA/EOE