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June 30, 2015

**Director of Institutional Research**

SALARY: $38,000-45,000 and excellent fringe benefit package.

STARTING DATE: On or before August 17, 2015

The Director of Institutional Research reports to the Vice President for Academic Affairs and is responsible for the collection, analysis, and dissemination of data used for many purposes at the University.

The director plays a central role in the university’s efforts in continuous process improvement. Key features of the position include: identifying institutional source data and external local, state, and national demographic data to be used in research projects; collecting data for external and internal reporting; providing management & leadership for assigned staff; assisting with accreditation preparation; and providing administrators with analysis appropriate for decision making. This position serves as the primary source of data to senior leadership in both short- and long-range planning, and evaluating the impact of policies, procedures, and resource allocation. The director supervises the assessment coordinator and testing center.

Position requirements: Include 1) knowledge of research methods; and 2) produce, interpret, and analyze statistical outputs used in college decision making in a clear and concise manner to both technical and non-technical audiences. Proficiency with common computer programs and applications (Excel, Word) as well as proficiency with major statistical programs such as SPSS. Baccalaureate degree in statistics, educational assessment, social sciences or related field is required. Master’s degree and work experience in conducting statistical analysis in a higher education environment is preferred.

TO APPLY: Submit letter of application, detailed resume, completed university application form, college transcripts, and three professional references to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin­­­­­­­­­­­­­­ July 23, and continue until position is filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.

University of Science and Arts of Oklahoma – 1727 West Alabama, Chickasha, OK 73018

Phone: 405-574-1333 Fax: 405-574-1397