

TRINITY UNIVERSITY

Executive Director of Institutional Research and Effectiveness

Position Announcement

Trinity University (San Antonio, TX) seeks applications for the position of Executive Director of Institutional Research and Effectiveness. The position will be available July 1. Interviews will begin immediately.

The Executive Director of Institutional Research and Effectiveness provides strategic leadership to the university and is responsible for identifying information needs; collecting, analyzing, interpreting and reporting data and information and promoting Trinity's mission and vision as a transformational liberal arts and sciences institution. This position has oversight and manages a comprehensive program of internal reporting, external reporting and analysis, survey administration in support of institutional assessment planning and decision making, and the university's reaccreditation process.

The Office of Institutional Research and Effectiveness supports institutional management, planning, and decision-making by providing reports about Trinity's students, faculty and staff, instructional activities, and finances. The responsibilities of the office include developing and reporting assessment studies on students' college experiences and educational outcomes; producing strategic indicators for Trinity and its comparison institutions, and maintaining our internal reporting on admission, financial aid, student demographics, instructional workload, retention and graduation.

The Executive Director serves as the University's primary data officer and is a key member of the institution reporting directly to the President. The Executive Director oversees a staff of talented individuals with skills and experience encompassing all aspects of institutional research and assessment.

Candidates should email a cover letter, resume, and three references to irsearch@trinity.edu.

Trinity University is an equal opportunity employer.

Essential Duties and Responsibilities:

1. Reports to the President and works closely with senior administration, faculty, and staff to ensure data integrity and provide accurate, timely, and relevant data for internal use, mandatory federal reports, and external agencies and data exchange groups.
2. Coordinates all aspects of a comprehensive program of internal reporting and analysis, external reporting, and survey administration in support of institutional planning, assessment and decision-making to identify opportunities for improvement in planning, retention, enrollment, staffing and financial aid as needed.
3. Oversee the collection, analysis and reporting of a wide variety of data to determine trends, cycles, and underlying factors that impact institutional effectiveness.
4. Hires, supervises and evaluates IR staff, completes all associated personnel and budget actions in a timely manner, and maintains an office with a high degree of responsiveness.
5. As directed by the President, and based on the needs of the institution, coordinates and oversees a variety of both ad hoc and ongoing, longitudinal research projects and initiatives.
6. Convenes groups for collaboration on reporting and data needs, and supports the development of a university vision for data support and decision-making.
7. Oversees the collection and organization of data for institutional research and reporting purposes.
8. Develops benchmarks, databases, dashboards, and other tools to support research, planning, compliance, and decision-making processes.
9. Supports the university reaccreditation process as the liaison with the Southern Association of Colleges and Schools and assists campus units in meeting accreditation requirements.
10. Addresses institutional research efforts while ensuring compliance with applicable federal, state, and university policies, laws, and regulations.
11. Serves the entire university as a key, central resource for information and analysis in efforts to address institutional priorities, assessment of institutional performance, improve institutional outcomes, and promote the strategic priorities.
12. Serves on university data governance and enterprise reporting teams.
13. Develops, monitors, and supervises program assessment systems and methods to measure and track enrollment and persistence, standards of academic progress, academic success and non-academic program outcomes, in keeping with accreditation standards.
14. Advises the President on current issues within the university and prepares and delivers oral and written presentations for internal and external groups that helps create conversation, and is used to actuate positive change on campus and throughout higher education.
15. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
16. Actively pursues professional development, participates in relevant professional organizations and stays abreast of trends in institutional research, survey research, data management, predictive analytics, and business intelligence tools.
17. Contributes to the overall success of the University by performing all other duties as assigned.
18. Oversee the completion of various surveys including Integrated Post-secondary Education Data System (IPEDS), U.S. News and World Report and Princeton Review.

Knowledge, Skills, and Abilities:

1. Ability and willingness to work evening and weekend hours to meet job requirements.
2. Ability to respond quickly, accurately and effectively for data, information and analytics within the office, across the campus, and throughout higher education.
3. Ability to communicate accurate, complex data, information and analytical results to advance the mission of Trinity University.
4. Knowledge of database management and software applications related to research interpretation and analysis and experience with integrated databases.
5. Strong analytical, communication, research and presentation skills required with special attention to interaction with a diverse population.
6. Committed to the accuracy, honesty, and reliability of the data we house and share.
7. Must embrace challenges and possess initiative to tackle new assignments with attention to continuous improvement.
8. 5+ years of progressively responsible leadership and management experience in research design, data collection and retrieval, and statistical analysis and reporting.
9. Strong analytical, communication (written and oral), research, and presentation skills required.
10. Proven ability to work collaboratively with a broad range of internal (i.e., administrators, faculty, staff, and students) as well as external constituents.

Qualifications:

1. Master's degree or higher in an appropriate field or at least five year's relevant Institutional Research experience in higher education
2. Excellent oral and written communication skills