

**Associate Director of Institutional Research and Analytics****June 1, 2017**

The Office of Institutional Planning and Effectiveness (OIPE) at Western Carolina University is accepting applications for a twelve-month, full-time Associate Director of Institutional Research and Analytics position. This position is responsible (1) for leading WCU's Institutional Research data reporting and analytics initiatives, and (2) overseeing institutional and state-mandated IR responsibilities. Candidates should possess a minimum of a Masters degree, five years of experience in higher education institutional research, and significant experience managing, working with, and reporting on institutional data, use of data visualization platforms and project management involving inter-departmental teams. Applications will be received until the position is filled.

**Responsibilities:**

- Monitor national trends in higher educational institutional reporting and data analytics processes in order to maintain WCU's business intelligence capabilities;
- Ensure institutional information needs are being met for strategic decision-making and evaluation of goal attainment at all levels, by facilitating project prioritization, and management and coordination of teams to provide data reporting and analytic solutions;
- Cultivate effective and collaborative working relationships with data partners across the institution, and especially with Information Technology Services, Academic Affairs, Administration and Finance, and Student Affairs;
- Oversee integrations between WCU developed applications and third party vendor products, and the development of new and enhanced capabilities as these relate to IR data reporting and analytics responsibilities;
- Provide managerial and technical oversight of reporting and analytic processes; leads the integration of data repositories into the analytics environment;
- Assist with the development and oversight of institutional data governance policies, and is responsible for such as these relate to IR-owned datasets;
- Oversee/assist/liaise on enrollment planning/projections, WCU's University of North Carolina General Administration's Student Data Mart (UNC SDM) project, space utilization reporting, state-mandated reporting, internal/external surveys, accreditation/assessment data support, course evaluations, and other institutional research-related data needs;
- Serve on position-related committees as appropriate and needed by the Assistant Vice Chancellor for Institutional Planning and Effectiveness.

Western Carolina University is a regional comprehensive university serving over 10,000 students, and is part of the University of North Carolina system. Located in Cullowhee, NC, WCU's 600-acre main campus is situated in a beautiful valley of the Blue Ridge Mountains, 52 miles west of Asheville and near the Great Smoky Mountains National Park. The surrounding areas provide residents a high quality of life with its close proximity to the beautiful Blue Ridge Mountains and diverse outdoor adventures, a thriving arts community, and mild year-around temperatures. Western Carolina University is a two hour drive from Greenville, SC and Knoxville, TN, and a three hour drive from Charlotte, NC and Atlanta, GA.

For more information and to apply for the position, please visit:

<http://jobs.wcu.edu/postings/6433>, or <https://jobs.wcu.edu>, Position #185411