

JOB DESCRIPTION

Job Title:	Associate Vice President for Analytic Support and Institutional Effectiveness	Category:	Exempt
Department:	President's Office	Effective Date:	8/1/2017
Reports To Title:	President	HR Review:	6/13/17
Positions Supervised:	N/A	Approved by:	Feezell/Fluckey

Job Purpose:

The Associate Vice President for Analytic Support and Institutional Effectiveness is responsible for developing, enhancing, and maintaining information resources of all types to support strategic, academic and administrative decisions and actions. This position will serve as the primary coordinating and facilitating agent for data gathering and analysis with a particular emphasis on enrollment management (including financial aid and market research), student learning assessment, and institutional reporting compliance. In addition, this position will design and conduct special studies and surveys; respond to information requests from internal and external constituents; complete surveys and reports for federal, state and private agencies; prepare department profiles and workload analyses for academic program review; support campus-wide assessment and accreditation efforts; provide analytic support for recruitment and retention of students; and more generally assist campus constituents in using and interpreting institutional data. This position reports to the President.

Responsibilities and Duties:

Essential Functions:

- Assists campus constituents with research, planning, and analysis of institutional and/or comparative data used to support and enhance evidence-based decision making and policy formation in areas such as strategic planning, resource allocation, enrollment management including admissions and retention, marketing, fiscal management, institutional effectiveness, and outcomes assessment. Assists in the creation and evaluation of key performance indicators of institution-wide effectiveness.
- Organizes and facilitates institutional studies including focus group and market research projects.
- Organizes, manages, and analyzes current data base information on a variety of topics including prospective students, enrolled students, financial aid, administrative functions, and academic programs.
- Responsible for the effective management and integration of the primary campus information systems.
- Provides leadership and direction for the design, development, and maintenance of a system of longitudinal data bases to assist in planning.
- Researches and maintains currency with local, state, and national trends that affect the institution's mission and goals and ensures compliance with the reporting requirements of applicable agencies;
- Responsible for the reporting of institutional data required by the U.S. Department of Education, the State of Nebraska, accrediting agencies or data requested by national,

state, local agencies, or private sector firms, other educational institutions, and/or other external collectors of institutional data. Ensures that reports meet stated requirements and are consistent with current best practices.

- Develops methods for gathering, tracking, and maintaining information; facilitates institutional research activities in the management, analysis, interpretation, and reporting of various data and information used internally in institutional planning and assessment, including those associated with student success, enrollment forecasting, and institutional effectiveness at all levels. Designs and conducts research projects of importance and interest to the campus community and disseminates through various venues.
- Fulfills data and informational needs to support strategic and institutional planning efforts and decision making at multiple levels of the institution's organizational structure.
- Drafts correspondence, presentations, position papers, high level reports, and action memoranda for the President, Provost, other executive officers, and the Board of Trustees; provides data/analytical support for program review, accreditation, prioritization, enrollment management, etc.; communicates routinely with institutional administration, faculty, and staff regarding the monitoring of performance indicators and progress on meeting strategic goals; and routinely provides academic departments with data for academic program review and resource monitoring.

Qualifications:

Education & Experience:

- Master's degree required from an accredited institution with a focus in management information systems, institutional research, marketing research/analytics, statistics/applied mathematics, social science, higher education, business administration (MBA), public administration, or a related field that includes statistical analysis and/or research methodology (or equivalent professional experience).
- Three (3) years' experience (five years preferred) of increasing complexity in higher education, institutional research, program evaluation, business analytics, campus planning, or a demonstrated record of comparable professional experience.
- Demonstrated expertise in managing large data bases and using database management software to query and manipulate data including Excel and SQL.
- Demonstrated experience in assuring integrity in analysis and reporting, including the ability to analyze complex data sets, identify and troubleshoot data integrity issues within the system, and clean extracted data.
- Demonstrated ability to communicate clearly, effectively, and professionally both orally and in writing, with evidence of success in explaining, presenting, and interpreting data, including producing written reports and making presentations to a variety of audiences.
- Demonstrated ability to work collaboratively and collegially with faculty, staff, and administrators.
- An intense curiosity about what data and inquiry can tell about an institution and what opportunities that might be seized with that data.

- Opportunities to serve as an instructor in the academic program may also arise, thus an interest or experience in teaching at the collegiate level would be preferred.

To download an application, go to www.hastings.edu/employment . Interested applicants must submit a cover letter, completed application, resume, and list of three professional references electronically to HCHR@hastings.edu . Copies of transcripts and appropriate credentials will be requested at a later date for those selected for interviews.

This position will be open until filled.