

COLLEGE OF MENOMINEE NATION

Job Title: Director of Institutional Research (Grant Funded)

Second Posting*

Reports to: Vice President of Planning & Operations

Status: Full-time

Location: College Of Menominee Nation
Keshena Campus

Closing Date: see application
process

** Second postings are posted for a minimum of 5 days and are open to all who wish to apply.*

POSITION SUMMARY:

The Director of Institutional Research is expected to lead the college in expanding the use of information in strategic planning and decision-making and to provide policy leadership and program support to strengthen academic quality, assessment of student learning and institutional effectiveness. The Director will work closely with senior officers and departments at the college in conducting survey research and program evaluations, developing benchmarks, and analyzing comparative data. This is a grant funded position.

ESSENTIAL FUNCTIONS:

- Collect, interpret, assess, use and disseminate institutional data for support of the College's strategic planning, budgeting & decision-making processes.
- Coordinate survey instruments, data collection processes of the College and reporting to outside agencies – IPEDS, BIA, ISC. etc.
- Manage the Office of Institutional Research including budget and appropriate written procedures.
- Provide support and information for assessment of student learning, grant writing, public information and other purposes.
- Provide data for CMN publications.
- Perform other responsibilities as assigned.

QUALIFICATIONS:

The ideal candidate will possess:

- A Masters degree or higher in educational research, program evaluation, management information systems, or another discipline with strong research and data analysis foundations.
- Previous experience in institutional research in higher education and/or knowledge of data reporting in higher education with three to five years of administrative experience in higher education.
- Knowledge of grant assessment techniques and knowledge of the professional standards and ethics governing institutional research.
- Strong computer skills with significant experience using SPSS or SAS statistical packages and advanced skills in word-processing, spreadsheets, and database applications.
- The ability to organize, prioritize and work successfully with a wide variety of data and reports.

APPLICATION PROCESS:

A complete application includes:

- Letter of interest;
- Current resume;
- Completed CMN application form (available under job opportunities at www.menominee.edu);
- Copy of all college level transcripts (official transcripts required if hired);
- Three professional letters of references;
- Proof of any certificates or training;
- If applicable, provide proof of Tribal enrollment status, Menominee Language Skill, honorable or general military discharge paperwork.

Position is open until filled. Send all application materials to College Of Menominee Nation Human Resources, P.O. Box 1179, Keshena, WI 54135.

NOTE: pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10