Canisius College, a Catholic and Jesuit university in Buffalo, New York invites applications for the full-time position of director of the Office of Institutional Research and Effectiveness. Reporting to the vice president for academic affairs, the director provides leadership and support for planning and evaluation efforts across the institution, managing reporting and accountability processes and responding to internal and external requests for information. The office serves as the primary source of institutional data for the president, senior leadership team, and board of trustees, and supports strategic decision-making and initiatives in all areas of the college including enrollment, student learning, institutional assessment and accreditation, advancement, and financial management.

Responsibilities:
- Collect, analyze, and report on a wide variety of data to determine trends, cycles, and underlying factors that impact institutional effectiveness; design reports as appropriate
- Develop an integrative strategic plan for institutional effectiveness in coordination with the Accreditation Oversight Committee and the Strategic Planning Committee:
  - track progress and report on strategic planning initiatives at various levels of the institution, assessment efforts, and accreditation requirements; provide regular reports/updates, including metrics, to the various committees and senior leadership; identify areas for improvement;
  - collaborate with senior leadership to develop processes and reports simplifying entry and access to assessment data supporting divisional and institutional strategic plans;
  - provide training and consultation related to the design, implementation, and documentation of effective student learning assessment strategies;
  - collaborate with senior leadership and Information Technology Services to develop and maintain accurate, meaningful dashboards using key metrics
- Develop analytic models and tools to identify opportunities for improvement in planning, retention, enrollment, staffing, and financial aid as needed
- Research national trends in education using tools such as IPEDS Data Center, national SAT and ACT data. Utilize external sources of data to prepare benchmark reports
- In collaboration with the staff of Information Technology Services and other offices, provide leadership in developing and implementing data management policies and procedures, including the development and use of consistent data definitions, to improve institutional reporting processes
- Develop and refine data sets and metrics assessing Academic Affairs’ performance; maintain/update program review reports documenting divisional and departmental results
- Provide narrative reports, including salient metrics, to senior leadership on external, internal, and alumni survey results; assist with survey research for offices and departments as needed
- Maintain Campus Labs tools, including all uploads, maintenance, and technical support
- Publish an annual report on activity and progress
- Supervise and/or coordinate:
  - data reports and submissions to state, federal, and external agencies including: IPEDS, NYSED-HEDS, MSA Annual Profile, ACCU, CUPA, AAUP, etc.;
  - updates to the HEOA web pages and maintain compliance with federal standards;
  - common data set for warehouse and website;
  - reports on student data for enrollment management, the ALANA Student Center, academic units, and other offices/departments, as needed;
  - collection of statistical and demographic data for college benchmarks
- Other duties as assigned by the vice president

Qualifications:
- Knowledge of applied statistical analysis, modeling, and data mining techniques and tools for analysis
  - Proficiency with Campus Labs, Banner, SPSS, SQL; JAVA programming skills
  - Proficiency with relational databases and the ability to use computer applications to manipulate and analyze data
- Ability to manage multiple priorities and meet deadlines; detail orientation; strong analytical writing and verbal skills
- Familiarity with higher education reporting requirements: IPEDS, HEOA, etc.
- Experience administrating online surveys - creation, execution, and analysis
- Proven ability to be a proactive and creative problem solver; positive work ethic and professional attitude
- Proven ability to work successfully both independently and in partnership with a wide array of internal and external stakeholders
- Knowledge of, and ability to contribute to, the mission of the college
- Master’s degree required, doctorate preferred; two or more years of higher education experience in a related position required

Interested applicants should send a resume, and cover letter to Human Resources, at hr.recruiter@canisius.edu (please put Institutional Research in the subject line of your email) or Canisius College, Human Resources, 2001 Main Street, Buffalo, New York 14208.

Canisius College, a Catholic and Jesuit university, has as its foundation the fundamental values of academic excellence, leadership, faith, and social justice. Canisius is committed to educating and preparing men and women to become leaders in their professions and their communities, and in service to humanity. The college is an equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff and students.

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