

Executive Director of Institutional Research
Marian University

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Posted Jan. 17, 2024, set to expire Dec. 14, 2024

Job Title	Executive Director of Institutional Research
Department	Institutional Research
Institution	Marian University Indianapolis, Indiana
Date Posted	Jan. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Senior Executive Officer
Academic Field(s)	Research
Job Website	https://marian.peopleadmin.com/postings/3527
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Job Description	

Position Title

Executive Director of Institutional Research

Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews Marian University is seeking a Executive Director of Institutional Research to promote our Catholic Franciscan mission and identity by reporting to the Executive Vice President and Provost, the Executive Director is responsible for implementing the strategic direction of the Office of Institutional Research (IR) in alignment with Marian University's strategic priorities. This position will facilitate use of data and data analysis across the institution as the Chair of the Data Management Committee; write

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queries, prepare, and submit surveys to ensure compliance with federal and state reporting obligations; provide oversight and support of operational reporting through the Business Intelligence system; and ensure administrator, faculty, and professional staff at Marian University have access to essential data and information that support strategic initiatives.

Essential Duties and Responsibilities:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- Provides strategic leadership and vision to institutional research functions, including: identifying information needs; serving as steward of data and information; communicating with staff to direct data analysis projects for internal and external stakeholders; providing institutional information and analytic support to the Institutional in order to facilitates strategic planning, enrollment management including fiscal reporting such as discounting and financial planning analysis, and other processes requiring sound strategic analysis.
- Serves as campus leader of data management, data analytics, and business intelligence to support centralized collection, management, analysis and reporting of information to drive-data informed conversations and decisions. Develops a strategic plan for increasing and maintaining the University's analytic and data capability.
- Directs the University's institutional research activities, including collecting, analyzing, interpreting, and reporting information on the characteristics of the institution for use in decision-making. Creates and maintains data standards, business rules and definitions, informs data governance and reporting practices.
- Establishes effective data gathering practices; ensures practices are implemented to ensure accurate and timely submissions of data for institutional decision-making and data-informed policy development as well as annual reporting, compliance for reporting, accreditation reporting, external ranking requests, departmental accreditation request, and external agencies.
- Completes analyses, prepares reports, and communicates complex and often technical information to a range of stakeholders that demonstrate value of data-informed decision making within the larger, holistic mission and vision of the University that considers relevant environmental factors.
- Leads the Office of Institutional Research in balancing its day-to-day operations with strategic initiatives; prioritizing internal and external projects and requests, ad-hoc regulatory, and public-relations need of the University; supervising staff and maintaining the IR budget to attain department and divisional goals.
- Provides support to functional areas responsible for institutional and programmatic accreditation,

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teaching and learning, and student surveys. This includes data to support academic program review, market research, productivity, academic program cost/revenue analysis, annual academic reporting, professional accreditation, and administrative of campus-wide student surveys.

- Provides strategic leadership and vision to institutional research functions, including: identifying information needs; serving as steward of data and information; communicating with staff to direct data analysis projects for internal and external stakeholders; providing institutional and analytic support to the Institution in order to facilitate strategic planning, enrollment management, and other processes requiring sound strategic analysis.

University Expectations:

- Knowledge of and a commitment to the mission of Marian University.
- Adheres to Marian University's policy and procedures.
- Shows courtesy and respect in interactions with fellow employees, student subordinates, and supervisors.
- Communicates regularly with supervisor about department issues.
- Meets department productivity standards.
- Participates in developing department goals, objective, and systems.
- Assists to establish department measurements that align and support the accomplishments of the University's strategic goals.
- Adheres to the department budget.

Required Qualifications

Required Qualifications:

- Master's degree minimum. Ph.D. preferred. Demonstrated experience in institutional research, data management, business intelligence, educational research or related field.
- Five years of significant, relevant experience in a higher education management role that includes supervising employees, collaborating with campus stakeholders, and planning/executing data management strategy including data collection, analysis, interpreting and reporting. Experience serving in a highly-visible leadership position at multiple levels of the organization.
- Comprehensive knowledge of project management as it relates to Institutional Research operations as well as industry best practices related to institutional research and data management in higher education.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Review of applications will begin immediately and continue until the position is filled. Applications require a cover letter, a current resume, contact information for three professional references, and responses to the supplemental mission questions.

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Preferred Qualifications

Preferred Qualifications:

- Three or more years' demonstrated experience writing complex data queries and audience-specific reports using Microsoft SQL, Crystal Reports or other business intelligence software.
- Experience with visual analytics and dashboard creation.
- Knowledge of higher education management and organization.
- Familiarity with data warehousing and reporting functionality. Demonstrated ability to prioritize competing projects.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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