

Director of Institutional Research
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=157015>

Downloaded On: May. 14, 2021 6:44am

Posted Apr. 6, 2021, set to expire Aug. 6, 2021

Job Title	Director of Institutional Research
Department	
Institution	Kean University Union, New Jersey
Date Posted	Apr. 6, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/job/Union-New-Jersey/Director-of-Institutional-Research_R374

Apply By Email

Job Description

External Applicant Instructions

Please upload your resume/CV for automatic population of information to your Kean application. Your contact information, work experience and education will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.

In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.

Office of Institutional Research

Director of Institutional Research

Reporting to the Senior Vice President for Administration, the Director of Institutional Research

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(Director II) provides leadership and direction for institutional research and University-wide strategic planning functions. This role is responsible for working collaboratively with all of the colleges, administrative units, faculty and staff, for the collection, analysis, interpretation and application of institutional data in support of the University's external reporting requirements and internal planning and data needs. The Director provides leadership in managing institutional-wide data and analytical requirements, and orchestrating the economics of institutional research in balancing information supply and demand. This position requires travel and a flexible schedule including evening and weekend hours.

This is not a remote position and requires physical presence on campus as determined by the Supervisor. It requires working on campus during the COVID-19 pandemic and interacting directly with students following all procedures and protocols set forth in the University's Restart Plan and any procedures/protocols created through additional correspondence. The employee must have the ability to wear a face covering for the duration of the workday during the COVID pandemic or as determined by university protocol.

Qualifications: Master's degree is required; a Doctorate degree is preferred. Degree concentration must be related to the description of the position. A minimum of four years of progressively responsible experience in higher education institutional research, data collection, analysis and reporting is also required. Candidate must have strong quantitative and qualitative analytical skills; excellent oral and written communication skills; experience using SQL to query databases; experience with Office software such as Microsoft Word, Excel, SPSS and Access; and in using other database management systems.

Candidacy review begins immediately and continues until appointment is made. Please submit your cover letter, resume/CV and contact information for three professional references. Official transcripts for all degrees are required prior to the starting date of employment.

Additional Information

Kean University complies with the New Jersey First Act (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our Reasonable Accommodations Policy & Procedures.

Diversity & Non-Discrimination Statement



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Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

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

Contact