

Assistant Director of Institutional Research
Old Dominion University

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Posted May 8, 2024, set to expire Oct. 31, 2024

Job Title	Assistant Director of Institutional Research
Department	INST RESEARCH & ASSESSMENT
Institution	Old Dominion University Norfolk, Virginia
Date Posted	May 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research
Job Website	https://jobs.odu.edu/postings/20867
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Job Description	

Job Summary

The Assistant Director of Institutional Research provides technical and analytical support and consultation to the Director of IR in the areas of data extraction, reporting, and analysis. This position also develops, maintains, and evaluates active codes and documentation in support of institutional compliance reporting and ad hoc operational data requests to inform decision-making at all levels of the Divisions and the University.

Minimum Qualifications

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- ***Master's degree in research-related field (social sciences, mathematics, education, business) with strong quantitative/mathematical components. Bachelor's degree, in one of the above areas, with a combination of experience and training equivalent to a Master's degree may be substituted.***
- Formal training in one or more programming languages and in data management.
- Considerable programming experience.
- Prior experience with Banner Information System or similar software.
- Prior experience in analytic and/or data support tasks.
- Advanced knowledge and professional experience to collect, manage, analyze, interpret, and communicate a broad range of institutional data.
- Expertise in the use of the statistical software package SAS for analyzing large datasets and advanced programming SAS/SPSS skills.
- Advanced ability to manipulate and query data.
- Thorough understanding and experience using the Microsoft Office Suite.
- Advanced analytical, reporting, and computing skills.
- Excellent written and oral communication skills.

Preferred Qualifications

- Previous experience in an institutional research office or similar environment.

Contact Information

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

Contact