

Executive Director, Institutional Research & Assessment
Worcester Polytechnic Institute

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Posted Sep. 17, 2025, set to expire Jun. 30, 2026

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| Job Title | Executive Director, Institutional Research & Assessment |
| Department | Institutional Research & Assessment |
| Institution | Worcester Polytechnic Institute Worcester, Massachusetts |
| Date Posted | Sep. 17, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Research Human Resources |
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Job Description

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JOB TITLE

Executive Director, Institutional Research & Assessment

LOCATION

Worcester

DEPARTMENT NAME

Provost Office

DIVISION NAME

Executive Director, Institutional Research & Assessment Worcester Polytechnic Institute

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The Executive Director of Institutional Research and Assessment leads WPI's Office of Institutional Research and Effectiveness, serving as the university's primary data strategist and research analyst. This position manages comprehensive data collection, analysis, and reporting functions that directly support institutional decision-making, strategic planning, and accreditation requirements. Reporting to the Senior Vice President of Academic Affairs and Provost, the Executive Director provides support for Academic Affairs and partners across the university to advance WPI's mission through data-informed insights.

The Executive Director provides strategic leadership in institutional research, serves as the institutional lead for assessment and accreditation activities, and coordinates day-to-day operations of the team, ensuring WPI has the analytical foundation needed for informed decision-making, policy development, and continuous improvement. This role requires expertise in organizational leadership, higher education assessment, and statistical analysis.

Worcester Polytechnic Institute is a premier R1 research university known for its pioneering project-based learning approach. Our campus features advanced research laboratories alongside modern academic buildings and residential facilities.

JOB DESCRIPTION

Assessment and Accreditation Leadership

- **University-Wide Accreditation and Assessment Oversight:** Provide strategic leadership for university-wide accreditation and assessment processes, ensuring timely and effective execution across all faculty governance, academic and administrative units.
- **Specialized Accreditation Support:** Partner with academic schools and departments to support discipline-specific accreditation efforts, including ABET (Engineering), AACSB (Business), and others as appropriate.
- **Regional Accreditation Stewardship:** Serve as the institutional lead for the New England Commission of Higher Education (NECHE) accreditation, including oversight of self-study preparation, interim reporting, and coordination of on-site evaluations.
- **Cross-Functional Engagement:** Facilitate accreditation and assessment planning and execution in collaboration with a broad range of academic and administrative stakeholders.
- **Data and Evidence Management:** Oversee the identification, collection, and curation of data, documentation, and artifacts required to support assessment and to meet accreditation standards.

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- **Assessment Leadership:** Guide stakeholders through program assessment processes, including instrument selection, data analysis, and improvement planning.

Data Management and Analytics

- **Data Infrastructure:** Oversee development and maintenance of data systems supporting external reporting (e.g., IPEDS), internal analytics, assessment initiatives, compliance requirements, and accreditation processes
- **Reporting Excellence:** Ensure timely, accurate delivery of institutional reports to internal and external stakeholders, including state agencies, federal entities, and accrediting bodies
- **Advanced Analytics:** Lead the creation of dashboards and decision support tools. Conduct complex quantitative and qualitative analyses using statistical software (e.g., SAS, R, SPSS, NVIVO) to support institutional research and assessment
- **Data Governance:** Serve as a co-sponsor alongside the CIO, providing strategic leadership and high-level coordination for data governance initiatives.

Institutional Research Strategy

- **Custom Research:** Lead creation of research designs and analytical plans, using appropriate techniques to analyze data to meet stakeholder needs.
- **Performance Metrics:** Collaborate with stakeholders to establish benchmarks, key performance indicators, and dashboards that track institutional effectiveness
- **Quality Assurance:** Develop and implement research policies and best practices to ensure data integrity and analytical rigor

Strategic Leadership and External Relations

- **Partnership Development:** Serve as primary liaison between the unit and other university offices, external agencies, and peer institutions
- **Team Leadership:** Provide supervision and mentorship to team, fostering a culture of service excellence, integrity, and continuous improvement
- **Professional Representation:** Represent WPI in regional and national institutional research networks and professional organizations

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- **Innovation:** Lead initiatives to enhance research productivity, expand analytical capabilities, and improve data accessibility

Financial and Operational Management

- **Budget Oversight:** Develop and manage annual budgets for the the unit, ensuring alignment with institutional priorities
- **Resource Planning:** Monitor expenditures, revenue streams, and operational efficiency to maintain fiscal responsibility
- **Strategic Planning:** Contribute to long-term financial planning for research services and technology infrastructure
- **Academic Affairs Technology:** Provide leadership and direction for the Academic Affairs technology team, ensuring effective support for Workday student and faculty processes, system data integrations, reporting services, and Academic Affairs help desk functions. effective support for Workday student and faculty processes, system data integrations, reporting services, and Academic Affairs help desk functions.

Performs all other duties and responsibilities as assigned or directed by the supervisor.

Required Qualifications

- Master's degree in Higher Education Administration, Educational Leadership, Statistics, Research Methods, or related field is required.
- Minimum 7 years of professional experience in higher education institutional research, data analysis, or educational assessment; and a minimum of 3 years of supervisory leadership is required.
- Advanced proficiency in statistical/data analysis software (e.g., SAS, R, SPSS, NVIVO).
- Expertise in data visualization tools (Power BI, Tableau, or similar).
- Advanced Excel skills and database management and ability to translate complex data into actionable insights for various audiences.
- Strong project management and organization skills.
- Excellent oral and written communication skills. Able to influence people, solve problems, troubleshoot, think creatively, and resolve conflicts.
- Deep understanding of higher education systems and institutional research practices.

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- Commitment to maintaining strict confidentiality standards.

Preferred Qualifications:

- Experience with survey platforms (Qualtrics, Survey Monkey)
- Knowledge of SQL and data warehouse systems

Pay Grade (12): \$127,500 - \$160,000 per year

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

[Compensation at WPI](#)

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Executive-Director--Institutional-Research---Assessment_R0003265

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

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Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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