Director of Institutional Research, Analytics, and Reporting

Institutional Research, Analytics, and Reporting
Job #21-20
Close Date: Sunday, May 23, 2021

(Job #21-20) Administrator III, Director of Institutional Research, Analytics, and Reporting, Expected Salary Range: $100,000-$130,000. Salary is commensurate with the candidate’s qualifications and experience. This is a full-time, benefited, 12-month pay plan position in Information Technology Services. This position is an Administrator III in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information can be found at: http://www.calstate.edu/HRAdm/policies/mpp.shtml. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: The Director of Institutional Research, Analytics, and Reporting (IRAR) is responsible for overseeing the operations that help support data-informed decisions. The director supervises and coordinates the strategic operation of the office and the work of the Enterprise Data Warehouse team and the Institutional Research team. These two teams work together to serve as campus leaders of data management, data science, and data analytics to support the centralized collection, management, analysis, interpretation, and reporting of data, information, and evidence to make data-informed decisions. The Director broadly engages all stakeholders (i.e., students, faculty, staff, and other decision makers) in data-informed decisions (tactical, operational, and strategic) to drive institutional excellence. The Director presents oral and written reports to the administration, deans, department chairs, and other university constituents.

The Director reports to the Chief Information Officer and operates with a great deal of autonomy as a crucial campus partner. Institutional Research has recently merged with the Enterprise Data Warehouse team and has initiated work to
consolidate processes and systems, improve the already robust reporting resources for campus, and provide a single point of service for data and analytics.

**Duties:** In the role of Director of IRAR, this individual directs the overall institutional research, analytics, and reporting functions for the university; consults broadly across campus; designs and implements data collection strategies; orchestrates reporting for campus constituencies and required data analysis; coordinates data experts in other areas; supports campus learning outcomes assessment efforts; manages teams that are consultative, collaborative, and responsive to address data needs; supports and promotes diversity, equity, and inclusion activities; and participates in strategic activities, including budgeting and planning as a member of the ITS leadership team.

**Minimum Qualifications:**
- Master’s degree from an accredited college or university in educational research, social/behavioral science, statistics, or a related field that emphasizes data management and data analytics
- Three years of progressively responsible administrative or professional experience in data management, data analytics, or research
- Three years of leadership/supervisory experience
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Demonstrated experience engaging and collaborating with a broad base of stakeholders
- Demonstrated experience in the collection, management, analysis, interpretation, and reporting of data, information, and evidence to make data-informed decisions
- An understanding of the dynamics of diversity, equity, and inclusion in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of data collection, management, analysis, interpretation, and reporting

**Required Knowledge, Skills, and Abilities:**
- Exceptional ability to work collaboratively with diverse populations by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity
- Outstanding interpersonal skills and ability to collaborate
- Outstanding written and verbal communication skills, including the ability to present data and information effectively to a diverse range of audiences
- Comprehensive knowledge of institutional research and trends
- Excellent knowledge in at least one of these areas:
  - data management, data science, and data analytics theory, tools, and practice
  - psychometrics and research design
  - statistical analyses, interpretation, and data storytelling
- Knowledge of tools for business intelligence (e.g., OBI, Tableau, PowerBI)
- Knowledge of tools for survey administration software (e.g., Survey Monkey, Qualtrics, Question Pro)
- Experience with data governance to ensure accurate, reliable, and consistent institutional data

**Preferred Qualifications:**
- Higher Education Institutional Research Experience
- Exceptional leadership and team-building skills to supervise programmers and research analysts
- Knowledge of CSU data systems
- Comprehensive knowledge of the Integrated Postsecondary Education Data System (IPEDS) and other state and federal reporting requirements
• Comprehensive knowledge of state and federal legal code for the protection of student data such as Family Educational Rights and Privacy Act (FERPA) and Solomon Amendment
• Knowledge of tools for statistical analysis (e.g., SPSS, R, or Python)
• Excellent knowledge of survey design
• Familiarity with forecasting student enrollment and course-planning reports
• Familiarity with academic and non-academic assessment, including program review
• Familiarity with submitting surveys for publishing companies (e.g., US News, Petersons, etc.)
• Familiarity with voluntary state and federal reporting (e.g., Student Achievement Measure)
• Familiarity with the Association for Institutional Research and EDUCAUSE

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

• Letter of Interest
• Resume or Curriculum Vitae
• Contact information for at least three professional references
• HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/86878

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Sunday, May 23, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endevours to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.