



JOB DESCRIPTION

TITLE: Institutional Research Analyst

REPORTS TO: Director of Institutional Research

DEPARTMENT: Academic Affairs

STATUS: Full-Time

CLASSIFICATION: Exempt

MISSION STATEMENT: *Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service."*

OUR CORE VALUES: *"Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."*

POSITION SUMMARY: The Institutional Research Analyst will be responsible for the processes and systems for institutional research and data management, including data collection, compilation, analysis, and reporting related to student and program learning outcomes assessment, program reviews, and operational and institutional evaluation.

ESSENTIAL RESPONSIBILITIES:

- Develop, collect, manage, and distribute a wide variety of qualitative and quantitative institutional data to inform and support the ongoing planning processes of the College.
- Manage and massage systems to ensure data flow, accuracy, and accessibility to consumers and users. Lead efforts to turn institutional data from multiple sources into accurate, actionable information and perform learning analytics to support evidence-based decision-making by a variety of stakeholders.
- Establish annual institutional effectiveness and assessment reports. Ensure projects are associated with mission-centered priorities.
- Compile and/or coordinate the timely collection of appropriate and accurate institutional data to fulfill state and federal reporting requirements and to respond to requests from other external agencies, organizations, or individuals (e.g., IPEDS, SURDS, and other agency requirements).
- Conduct cyclical institutional surveys, as approved and reviewed by senior and program leadership. Convert output into meaningful results for evidence-based decision-making.

- Provide support for the IE department's strategic planning, institutional accreditation, and institutional assessment and evaluation processes.
- Collaborate on initiatives such as data integrity and management. Serve on key institutional committees and perform exploration to interpret and validate results and findings.
- Provides assistance to faculty and staff in identifying appropriate data collection methods, policies, and procedures to ensure reliable, appropriate, and legal use of institutional information and departmental leadership.
- Collaborate and provide aid to the office of the Registrar in day-to-day operations and report generation.
- Perform other duties as assigned.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree required. Master's degree in a related field preferred.
- Knowledge of industry software to cover disciplines taught at VMC.
- Excellent communication and leadership skills.

WORK ENVIRONMENT:

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support.

SALARY RANGE: \$43,000- \$50,000 annually

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs, as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation, or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

To be considered, please submit your resume and complete the online job application at [Jobs.villa.edu](https://jobs.villa.edu). When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the most qualified candidates will be contacted for an interview.