



## **JOB DESCRIPTION**

**TITLE:** Director of Institutional Research  
**REPORTS TO:** Director of Institutional Research  
**DEPARTMENT:** Academic Affairs  
**STATUS:** Full-time  
**CLASSIFICATION:** Exempt  
**SALARY:** \$55,000 - \$60,000

### **ABOUT VILLA MARIA COLLEGE:**

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the "City of Good Neighbors".

### **MISSION STATEMENT:**

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

### **Diversity Equity, Inclusion & Belonging Statement:**

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

### **OUR CORE VALUES:**

*"Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need."*

### **POSITION SUMMARY:**

The Director of Institutional Research provides information to support institutional planning, policy formulation, and evidence-based decision making; directs and manages data collection under the supervision of the Provost, conducts data analysis, and compiles data and manages the submission of required state and federal reports regarding college activities.

### **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.

- Conducts independent research, performs statistical analysis, writes and edits reports, makes presentations and disseminates findings to appropriate college constituencies.
- Leads 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.
- Assists in identifying and understanding emerging internal and external issues and significant environmental changes, constituting both opportunities and challenges to the college; supports and integrates college planning efforts at all levels with institutional research, policy analysis, and outcomes assessment.
- 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.
- 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.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the Director of Institutional Research or the Provost.
- Perform other duties as assigned.

### **ESSENTIAL QUALIFICATIONS:**

- Master's degree in data science, analytics, or other closely related field.
- Knowledge of advanced statistics and research methodology, including the software needed to support these efforts.
- Demonstrated ability to gather and analyze statistical data, prepare and interpret research reports, draw conclusions and propose actionable recommendations based on research data and findings.
- Careful attention to detail and accuracy and high skill in proactive problem solving
- Ability to work independently, and with others, to plan and organize multiple projects simultaneously, and to set and meet deadlines
- Outstanding communication skills.
- Experience working in a small, private, liberal arts institution with traditional and non-traditional students is preferred.

### **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.

**BENEFITS OF WORKING AT VILLA:**

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

*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.*