



# WEST VIRGINIA STATE UNIVERSITY

**West Virginia State University  
and  
West Virginia State University Research and Development Corporation  
Institute, WV 25112**

**Job Title: Director of Institutional Research, Assessment and Effectiveness**

**Department/ Office:** Office of Institutional Research, Assessment and Effectiveness

**Reports to:** Chief of Staff

## **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public land grant institution, historically black college and university (HBCU), that has evolved into a fully accessible, racially integrated and multi- generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service, and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals, and entertainment.

## **Position Description**

West Virginia State University is looking for a quality-oriented candidate for the position of Executive Director of Institutional Research, Assessment, and Effectiveness. The Executive Director position is an at-will, FLSA exempt, full-time, benefits-eligible position.

As an integral unit within the Office of the President, the Executive Director of Institutional Research Assessment and Effectiveness will lead the university in development with the institution self-knowledge and understanding of its competitive position by collecting, organizing, and interpreting institutional data for effectiveness analysis. The Executive Director of Institutional Research, Assessment, and Effectiveness supervises all institutional research activities which provide information for institutional planning, policy formulation, and decision making, directs and manages data collection, data analysis, and research activities relative to institutional

research, accreditation, compliance reporting, and directs the compilation of data and manages the submission of required state and federal reports for policy maintenance and University activities. Successful candidates will be adept at fostering a culture of data-driven decision, mining, and interpretation with the ability to communicate about data standards and management across multiple constituencies.

### **Responsibilities for the Executive Director of Institutional Research, Assessment, and Effectiveness**

Responsible for cultivating an institutional culture of demonstrated evidence emerging an integrated data management program and greater institutional accountability for data optimization and utilization and greater institutional accountability.

1. The Executive Director of Institutional Research supervises professional and support staff.
2. Coordinating and organizing the university's data management program for the collection, analysis, certifying agent for the assurance of the integrity of institutional data for compliance and reporting requirements.
3. Responsible for all cyclical and ad hoc requests for data requests, including but not limited to federal and state agencies, accrediting bodies, commercial entities, and peer universities.
4. Responsible for the timely submission of the required higher education and federal reports.
5. Leads the university in the scope and type of data available, its use, and authorize accessibility for campus constituents.
6. Chairs the University Data Council.
7. Reviews and analyzes data to ensure that institutional effectiveness is best captured; provide feedback and analysis related to certify all data output and budget prioritization.
8. Responsible for collecting, analyzing, and disseminating trend data regarding the university about its peer and aspirational institutions.
9. Responsible for the coordination of data required for institutional and programmatic accreditation, program reviews, unit area annual reports, enrollment, recruitment and retention outcomes, strategic planning, and institutional effectiveness analysis.
10. Supports internal survey design and analysis; manages survey administration, and policy management.
11. Responds to assigned requests for data promptly; meets all established deadlines.
12. Fosters efforts to sustain a data-informed culture and integrity.
13. Produces annual data for publication on the university's website, including but not limited to the Institutional Factbook, Retention and Graduation Rates, and the University "Quick Facts" and others.
14. Ensures the maintenance for accurate and current data on the institutional webpage.
15. Serves as the repository and functional processor for data dissemination, utilization, and support.
16. Provides leadership for university data reports, guiding the sector liaisons, implementing technology- based processes for efficiency and effectiveness,

- producing accurate and meaningful data, reports, and dashboards.
17. Plan organize and performs multiple tasks and responsibilities within established timelines.
  18. Represents the university at and serves on committee meetings.
  19. Performs other duties as assigned.

### **Requirements for the Executive Director of Institutional Research, Assessment, and Effectiveness**

To perform successfully, the Director must be able to perform each essential duty and responsibility. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Masters in institutional research, education, behavioral science, statistics, big data, organizational management, quantitative methods, information systems, or related field required; doctorate preferred.
2. Administrative IR or related experience in higher education strongly preferred.
3. Demonstrated knowledge of quantitative and qualitative methods, statistics, survey research, analytics, and the use of data and information in institutional research, analysis, and decision-making.
4. Proficiency in the use of statistical software, spreadsheet, and communications technologies.
5. Functional knowledge of personal computers and mainframe applications for data acquisition and analysis.
6. Knowledge of state, federal, and regional accreditation requirements for the gathering, reporting, and disseminating data from higher education institutions.
7. Experience in the use of higher education reporting, presentation and statistical tools, such as Excel, SAP Crystal Reports, Tableau, Argos, SPSS, and SAS; ability to interpret or code SQL preferred.
8. Extensive knowledge and experience in IPEDS and other compliance reporting tools.
9. Experience and current knowledge of Ellucian Banner ERP.
10. Knowledge and experience with sources and uses of comparative institutional data.
11. Knowledge and experience with querying databases.
12. Knowledge and experience with creating and updating online dashboards.
13. Ability to work with discretion when dealing with confidential information.
14. Excellent verbal, written, and collaborative skills.
15. Success as a highly effective and efficient problem-solver.
16. Highly motivated with strong organizational skills.
17. Leader, self-starter, initiators, and ability to perform above duties with or without reasonable accommodation.
18. Ability to perform multiple tasks and responsibilities within established timeframes, while adhering to strict attention to detail.

### **Appointment Status**

This is a full-time administrative position. Interested persons with academic rank and

designation can be added if applicable.

### **Other Qualifications**

Must be able to attend meetings and other work-related events and activities; and travel to attend state, regional, and national conferences and workshops as appropriate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **AAP/EEO Statement**

**Reasonable accommodations will be made to provide this content into reasonable alternate accessible formats upon request. Please contact our offices at (304) 766-3156 or (304) 766-4278 or via email at either [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu) or [hr@wvstateu.edu](mailto:hr@wvstateu.edu). You may also contact [IRAE@wvstateu.edu](mailto:IRAE@wvstateu.edu) for additional information.**

**Closing Date: September 1, 2019**

**PREFERRED: Information accepted as e-mailed in Word or PDF format to [hr@wvstateu.edu](mailto:hr@wvstateu.edu) or [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu)**

### **To Apply**

Please send a cover letter, resume, and recent letters of recommendation from three professional references with contact information to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu) or [hr@wvstateu.edu](mailto:hr@wvstateu.edu) by **September 1, 2019**, or mail to:

Search Committee Chair, Director of Institutional Research,  
Assessment and Effectiveness  
West Virginia State University Research and Development  
Corporation, POB 1000, 204 ACEOP Administration Building,  
Institute, WV 25112.

Priority will be given to applications submitted by September 1, 2019; however, additional applications may be considered until the position is filled.

**West Virginia State University Research and Development Corporation is an Equal Opportunity/Affirmative Action institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities. We encourage all qualified women, minorities, protected Veterans, and individuals with disabilities to apply for employment at West Virginia State University and West Virginia State University Research and Development Corporation.**