Associate Director of Institutional Research

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Associate Director of Institutional Research

Central Connecticut State University

Britain, Connecticut, United States

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Job Details

Associate Director of Institutional Research

Application Deadline
January 26, 2026

Full-Time Regular
201494

[C25-097]

Associate Director of Institutional Research

Office of Institutional Research and Assessment

Central Connecticut State University invites applications to join the Office of Institutional Research and Assessment as the Associate Director of Institutional Research, a full-time position. We seek applicants who thrive in a fast-paced environment with strong attention to detail, excellent project management skills, and a desire to leverage large data bases in support of student success and institutional effectiveness.

Central Connecticut State University is the first publicly funded university in the state. As we recently celebrated 175 years of academic excellence and innovation, please visit CCSU to learn more.

About CCSU's Office of Institutional Research and Assessment

The Office of Institutional Research and Assessment collaborates with offices from all divisions within the university to improve institutional effectiveness. The Office contributes significantly to institutional accreditation (New England Commission on Higher Education, NECHE), strategic planning, assessment of student learning, factors leading to student success, as well as standard state and federal reporting.

Position Profile

The Associate Director of Institutional Research plays a key role in supporting data-informed decision-making across the university. The successful candidate will be responsible for overseeing compulsory and mandatory reporting requirements, serves as the IPEDS Keyholder, proactively provides accurate, timely, and actionable data analyses to internal and external stakeholders. They will collaborate across departments to ensure data integrity and accuracy, creates visualizations and dashboards to communicate insights, and applies advanced statistical analyses to support planning, enrollment management, retention initiatives, accreditation needs, and other institutional priorities.

Applicant Evaluative Criteria

Applicant profiles and supplementary materials will be evaluated for appointment based on the following:

Education:

All applicants must possess a bachelor's degree from an accredited institution of higher education.

Experience and Training:

- Five (5) years of professional experience querying and retrieving student information from large relational databases, data blocks, and/or data cubes
- Proficient in leveraging resources available in enterprise databases.
- Experience with federal reporting, including completing the suite of IPEDS surveys.
- Demonstrated proficiency using SQL, data visualization, advanced statistical analyses using software such as SPSS or R, and data interpretation.
- Demonstrated ability to work independently and collaboratively with others, meet deadlines in a fast-paced office environment, be detail oriented, and committed to data integrity, accuracy, and confidentiality.
- Commitment to uphold data governance standards and best practices within institutional research.

Credentials and/or experience substantially comparable to the above may also be considered.

Ideal Candidate – Preference will be given to applicants with the following:

- Master's degree in an analytical or data-related field is preferred.
- Professional experience querying institutional data from census files, student, and employee information systems.
- Experience as an IPEDS Keyholder.
- Demonstrated proficiency in analyzing large datasets, conducting advanced statistical and predictive analytics.
- Experience using Python.
- Significant experience building reports and interactive charts/graphs using analytical and reporting tools.
- Knowledge of how to leverage artificial intelligence tools to enhance productivity.

To Apply

To begin the application process, select the "Apply" button and electronically submit the following documents by **January 26, 2026** .

- Letter of interest addressing the qualifications for this position.
- Current Résumé
- Names of three current professional references with title, email address, telephone number, and professional relationship (supervisor, work colleague, etc.).

Incomplete applications will not be considered. E-mailed and mailed applications will not be accepted. Please redact any personally identifiable information (i.e., Social Security Number, date of birth, marital status, country of origin) from any documents submitted.

Inquiries may be sent to Ms. Martie Kaczmarek, Search Committee Chair, at (860) 832-3304 or mkaczmarek@ccsu.edu

Compensation and Employee Benefits

The Associate Director of Institutional Research and Assessment is compensated at the **Administrator V** salary level in accordance with the State University Organization of Administrative Faculty (SUOAF) Collective Bargaining Union Agreement (salary range starts at: $93,901).

For more information, please visit SUOAF .

The State of Connecticut and Central Connecticut State University are proud to offer its employees competitive wages and a wide range of fringe benefits including voluntary and supplemental benefits.

Fringe benefits include: paid personal, vacation and sick leave accruals; medical, dental, and prescription plans; group life insurance; retirement; retiree health care; tuition waiver for employee and eligible

dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western) as well as an array of voluntary and supplemental benefits such as Deferred Retirement Contribution plans, Dependent Care Assistance and Medical Flexible spending accounts; long and short term disability insurance plans.

For more detailed information, please visit CCSU Human Resources .

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Company



Central Connecticut State University (Central) is the largest university in the Connecticut State Colleges and Universities system. Founded in 1849, Central is also the state's oldest publicly funded university. The University welcomed its 13th president, Dr. Zulma R. Toro, in January of 2017. She is the university's first female president and its first Hispanic chief executive.

The university comprises five academic schools — the School of Business, the School of Engineering, Science, & Technology, the School of Graduate Studies, and the School of Education & Professional Studies, and the Carol A. Ammon College of Liberal Arts and Social Sciences. As a comprehensive public university, we offer quality degree programs at the baccalaureate, graduate, and doctoral levels. Explore each school in depth here.

Central is a proud Community Engagement University designated by the Carnegie Foundation for the Advancement of Teaching.

Central offers a welcoming and attractive campus that is minutes from the state capital and few hours from Boston and New York City.

Central Connecticut State University is a community of learners dedicated to teaching, research, and outreach. We prepare students to be thoughtful, responsible, and successful citizens.



Company info

Website

http://www.ccsu.edu/