Director of Institutional Effectiveness

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Job Description:

The Director of Institutional Effectiveness is responsible for providing and presenting quantitative and qualitative analyses and research to support evidence-based planning and decision-making. The Director serves as a cross-campus partner, working closely with faculty, staff, and administrators to clarify key questions, interpret data in context, and support evidence-informed decisions. The director oversees all institutional research, the submission of reports to external agencies, and accreditation reporting functions. In addition to supporting the data and research needs of Academic Affairs, the director works across college divisions to define and address critical information needs. The director reports to the Associate Vice President of Institutional Research and Effectiveness in the Academic Affairs division.

Essential Job Functions:

25% A. Lead the development of reporting, analysis, in collaboration with campus stakeholders, and research strategies to support and respond to the needs of the college.

20% B. Oversee and encourage the collection and use of reliable, relevant, and quality data and information to facilitate planning, accountability, program evaluation, assessment, and decisions influencing academic and institutional effectiveness. Build capacity among faculty and staff to access, understand, and effectively use data in their own planning, assessment, and decision-making.

15% C. Guide and direct the collection of data for federal reports, state reports, and external surveys.

15% D. Design and produce strategic and key performance indicators, benchmarks, peer analysis, dashboards, projections, and modeling to guide planning, forecasting, and accountability. Present these indicators and analyses in accessible formats that promote conversation and shared understanding among non-technical audiences.

10 % E. Administer a system for functional access to critical data reports for key stakeholders and decision makers to inform strategic planning and college operations.

5 % F. Provide guidance and assistance in the design, administration, and analysis of surveys and data collection instruments. Serve as a thought partner to departments in using survey and assessment results to inform programmatic and policy improvements.

5% G. Create systems for effective data collection and information flow between departments, program units, and offices to enhance college-wide data collection. Work collaboratively with academic and administrative units to align data collection with shared student success and institutional effectiveness priorities.

Non-Essential Functions:

5% A. Participation in college committees and cross-functional working groups, particularly those focused on assessment, student success, accreditation, and data-informed planning, and other duties as assigned.

Education:

Required: Master's degree

Preferred: Doctorate

Professional Experience:

Required: Three to five years of experience in quantitative and qualitative analysis. Demonstrated experience in statistical analysis and writing. Demonstrated experience working collaboratively with colleagues across divisions and presenting findings to non-technical audiences in clear, compelling ways.

Preferred: Experience working or managing an office of institutional research/institutional effectiveness in an educational setting. Experience leading cross-functional projects related to student success, assessment, retention, or accreditation.

Computer Skills: Proficiency with Microsoft Office (Word, Excel, PowerPoint), including use of Excel formulas, data sorting, and chart creation. Experience with at least one statistical or data analysis tool (such as SPSS, R, or SAS) and at least one data visualization or dashboarding tool (such as Power BI, Tableau, or similar). Demonstrated interest in using generative AI and other emerging technologies to support analysis, reporting, and communication in an ethical, student-centered way in an educational setting.

Other Skills, Abilities, Qualifications: Excellent organizational skills and ability to prioritize. Attention to detail; ability to work under time pressure; ability to manage multiple tasks simultaneously and with frequent interruptions; diplomacy; discretion in handling sensitive and confidential information. Strong relationship-building and facilitation skills; ability to lead conversations about data with diverse stakeholders; demonstrated commitment to using data to advance equity, student learning, and institutional improvement.

Job Category:
Staff

Pay Range:

Application Instructions:

Consideration of applications will begin immediately and will continue until the position is filled.

Please submit the following application materials:

- Cover Letter
- Resume
- 3 references

Goucher College is an Equal Opportunity Employer
Candidates must be able to provide proof of eligibility to work in the USA. No Visa sponsorship is offered for this position.

Goucher College is committed to increasing the equity of our community and seeks applicants dedicated to applying principles of equity and inclusion in all areas of the campus community.