# Associate Director of Institutional Research

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Lawrence University is looking for a creative, curious, and technically savvy associate director who loves data to join the Institutional Research (IR) office. Do you have a desire to help students succeed? Do you appreciate collecting, cleaning, and analyzing data? Do you delight in producing reports, presentations, and visualizations that summarize findings in a timely and accurate manner? Do you look for creative ways to improve processes and solve problems? Do you enjoy juggling multiple projects? Do you embrace change? Do you take initiative and have a growth mindset? Do you have a sense of humor? If so, apply today! We are looking for someone with three to five years of quantitative experience, ideally in a higher education setting. **Position Summary** The Associate Director of Institutional Research position at Lawrence University provides support to the Director of Institutional Research. You will develop, coordinate, manage, and maintain institutional research projects, data collection, surveys, and reports, including some that may be grant-funded, ultimately aimed at supporting the University's mission and strategic priorities and used for planning, decision support, and reporting. This is a regular, full-time, 12-month, (1.0 FTE) benefits-eligible position that reports to the Director of Institutional Research. The IR office is located in Wilson House. The anticipated start date is spring 2026. **Job Duties and Responsibilities** Under the general supervision of the Director of Institutional Research, the duties and responsibilities include, but may not be limited to, the following categories.

**Data gathering, analysis, and reporting:**

- Responsible for the IR office's portfolio of recurring external reporting to federal agencies (IPEDS), accrediting bodies (HLC), college rankings (*US News & World Report*), financial/bond agencies (Moody's), initiatives (Common Data Set and American Talent Initiative), consortia groups (HEDS), member organizations (ACM, WAICU, CIC), foundations, and evaluators; serve as the liaison between these organizations and the University for reporting and disseminating data in an accurate and timely manner.

- Responsible for the IR office's portfolio of recurring internal requests and reporting to campus stakeholders (e.g., senior leadership, academic departments, campus committees). Analyze data from our University systems (Banner, Argos, Slate, EAB Navigate, Handshake) and publicly available sources to produce insights, decision support, and required reports for campus stakeholders**.** Lead the University Fact Book production. Lead and/or assist with peer institution analysis and benchmarking activities through querying national databases. Work with large and complex data sets, including extracting, merging, cleaning, analyzing, and transforming data to meet reporting needs and maintain historical records. Assists the director in collecting, analyzing data (SPSS), interpreting data, and reporting quantitative and qualitative findings in written (Word, Excel, PowerPoint, Power BI, SharePoint, Canva, IR website) and oral formats tailored to the audience. Respond to ad hoc data inquiries that align with IR and University mission and strategic priorities. Conduct and/or support data collection, analysis, and reporting for accreditation, key performance indicators, strategic planning, financial value transparency/gainful employment, grant and foundation funding, etc.

**Technology:**

Serve as the technology specialist for the office, which includes leading efforts to develop data models and automate IR reports (Argos, Power BI) using syntax (SQL, DAX) for the purpose of streamlining processes and supporting reporting and projects, creating user-friendly data visualizations that appeal to varying levels of data literacy, managing the public-facing IR website (Drupal), managing internal-facing IR SharePoint site, and collaborating/consulting with Technology Services as needed to write and refine data models and reports. Take lead on researching use of AI in IR tasks and propose possibilities to incorporate into workflows.

**Survey research and management:**

Responsible for designing and administering web-based surveys (Qualtrics), analyzing data (SPSS), preparing user-friendly data visualizations for use in presentations (PowerPoint), reports (MS Excel and Word), infographics (Canva), and interactive dashboards (Power BI); and summarizing data findings for use by decision-makers in written reports and/or presentations. Additionally, serve as the coordinator and liaison for the University's participation in national surveys (NSSE, NCHA-ACHA, and HEDS surveys), and complete necessary Institutional Review Board (IRB) forms.

**Consulting and training:**

Provides expertise to campus offices with regards to data collection, analysis, and interpretation of data; survey development and implementation, data visualization tools, and best practices in institutional research. Be mindful of varying levels of data literacy when consulting and collaborating with Lawrence's diverse community (administration, staff, faculty, students, and board of trustees). Keep up to date with new developments in the field of institutional research and higher education through professional development opportunities such as conferences, courses, workshops, seminars, literature, training and networking. Represent IR at meetings, conferences, and workshops with and/or in absence of the Director. Create "toolkits" for data literacy. Hire, train, and supervise student workers (if applicable).

**Succession planning & records management:**

Responsible for compiling and maintaining documentation of data work and workflow processes for the purpose of succession planning. Create and maintain data and survey trend files. Update IR SharePoint Intranet site and create new content as applicable. Uphold University's records retention schedule.

Perform other duties as requested/assigned.

**Job Qualifications A. Education/Training and Experience** Bachelor's degree with prior institutional and organizational research experience required. **B. Knowledge, Skills, and Abilities**

- Advanced proficiency with Microsoft Office/365, statistical software (SPSS preferred), and web-based survey software (Qualtrics).
- Proficiency with open-source web content management systems (Drupal), data visualization software (Power BI preferred), and National Student Clearinghouse services.
- Must be able to extract, edit, compile, and evaluate data. Familiarity with web-enabled enterprise reporting systems (Banner reporting and running/extracting data from Argos). Knowledge of SQL is a plus.
- Proven competency in typing, keyboarding, and data entry skills.
- Strong quantitative, qualitative, research design, and statistical skills.
- Proven analytical, project management, organizational, problem-solving, and time management skills.
- Excellent interpersonal, written and oral communication skills with the ability to develop accurate reports, charts, and graphs that present technical information in a user-friendly, intuitive format. Ability to curate data into effective data-informed stories and communicate effectively with stakeholders at various stages of data fluency.
- Ability to work independently as well as collaboratively within a diverse campus community, with minimal supervision.

- Ability to manage multiple projects and strict deadlines while maintaining a high degree of accuracy in a fast-paced and evolving environment.
- Sensitivity to confidential matters and able to exercise high level of discretion and judgment.

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