Director of Institutional Research & Analysis

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Director of Institutional Research & Analysis SUNY Brockport

Salary: $118,823.00 - $131,330.00 Annually
Location: SUNY Brockport
Job Type: Management Confidential Full-Time
Job Number: 2600290
Division: Academic Affairs
Department: Institutional Research and Analysis
Opening Date: 02/02/2026
Closing:
Bargaining Unit:

Founded in 1835, State University of New York (SUNY) Brockport is an exceptional regional comprehensive public university that offers high-quality undergraduate and graduate degree programs in the arts, business, education, health, humanities, social sciences, and STEM. The University's curriculum is grounded in the liberal arts and sciences and emphasizes experiential learning.

Located only a few miles from Lake Ontario in a quaint "Village on the Erie Canal," SUNY Brockport is conveniently situated between the cities of Rochester and Buffalo - the fourth and second largest cities in New York State. Inspiring excellence through growth, engagement, and transformation is our mission. Join the inclusive community of dedicated faculty, staff, and students who together are Building a Better Brockport!

SUNY Brockport has a strong commitment to equity, diversity, and inclusion. We are committed to creating a diverse environment and are proud to be an affirmative action equal opportunity employer. We welcome individuality and encourage you to utilize your unique talents and bring your skills as we collaboratively strive to build meaningful lives and vibrant communities.

SUMMARY

SUNY Brockport is accepting applications for a Director of Institutional Research and Analysis. The Director of Institutional Research and Analysis is responsible for leading and managing the University's structural research function. The Director occupies a key leadership position providing valuable insights and recommendations to university leadership

and collaborates with various units of the institution. This role involves leading the design and implementation of research initiatives, as well as collecting and analyzing data to support institutional effectiveness, accreditation, and strategic planning.

JOB FUNCTIONS

Essential Functions:
Strategic Planning

- Provides data-informed insights to support long-term planning and decision-making.
- Collaborates with senior leadership to develop and align data reporting and analysis with the strategic goals of the organization.
- Continues leading the adoption of advanced analytic techniques, including predictive modeling, machine learning, and AI, to transform large volumes of data into insights that improve decision-making.

Data Collection and Analysis

- Oversees the collection and analysis of institutional data, ensuring accuracy, reliability, and compliance with regulations.
- Utilizes statistical methods and data visualization techniques to present findings in a clear and accessible manner.

Institutional Effectiveness

- Assesses and enhances institutional effectiveness by leading research on student outcomes, program evaluations, and other metrics.
- Provides leadership in enabling various offices of the University to develop appropriate research questions, collect data, and analyze them to improve their functions.
- Oversees the development, administration, and analysis of surveys that measure engagement, performance, and satisfaction of students, faculty, and employees.

Accreditation Support

- Collaborates with the University's Assessment and Accountability Office in the preparation of data and reports for accreditation purposes.
- Assists with accreditation processes and periodic program reviews.

Data Reporting

- Oversees the development and production of regular reports on key performance indicators, enrollment trends, and other relevant metrics for internal and external stakeholders.
- Ensures the accuracy and timeliness of state, federal, and university reports.
- Prioritizes data requests based on institutional goals and in alignment with available personnel resources.

Team Leadership

- Leads and mentors a team of research analysts, fostering a collaborative and results-driven work environment.
- Provides professional development opportunities for staff to enhance their skills and knowledge.
- Provides knowledge and expertise to members of the team as part of their mentoring and professional development.

REQUIREMENTS

Minimum Qualifications:

- Master's degree in a relevant field (e.g., education research, statistics, data science) from a college or university accredited by the U.S. Department of Education or an internationally recognized college or university
- Minimum of three to five years of experience in institutional research or a related field within higher education
- Strong proficiency in statistical analysis software, database management, and data visualization tools
- Knowledge of relevant laws, regulations, and best practices in institutional research
- Demonstrated leadership and management skills
- Evidence of an analytical mindset and keen attention to detail
- Evidence of excellent communication and presentation skills across diverse audiences
- A record of maintaining the highest standards of data integrity and confidentiality

Preferred Qualifications:

- Doctoral degree in a relevant field (e.g., education research, statistics, data science)
- Minimum of five years of experience in institutional research or a related field within higher education
- Experience using database software, mainframe applications, and/or statistical software such as SPSS or comparable
- Knowledge of relational database design and management, expertise in a major database package (i.e., Microsoft Access, Microsoft Excel, SQL Server, advanced analytics, and artificial intelligence)
- Experience with Banner, Slate, or similar student information systems

ADDITIONAL INFORMATION

Work Schedule:

37.5 hours/week: Monday-Friday, 8 am-4 pm.

Benefits:

This position is benefits eligible. Find out more about benefits at Careers@Brockport.

Application Instructions:

This position is not eligible for visa sponsorship.

Visit jobs.hr.brockport.edu to complete an application including your cover letter that addresses required and preferred qualifications, resume/CV, and contact information for three professional references.

Please note, if you have retired from a New York State Public Employee Retirement System (Teachers Retirement System or Employees Retirement System), you may be subject to an earnings limitation. Please familiarize yourself with the rules and regulations when applying for this position.

Background Investigation Statement:
All applicants are subject to a pre-employment background check.

Pre-Employment Drug Testing:
Pre-employment drug test and DOT physical may be required for positions requiring a valid Class A or B CDL driver's license with passenger endorsement.

Non-Discrimination Statement/Equal Employment Opportunity/Affirmative Action Employer:
SUNY Brockport does not discriminate. SUNY Brockport is an Affirmative Action/Equal Opportunity Employer. The University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the university community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

Diversity Statement:
SUNY Brockport is committed to creating and maintaining an equitable environment that welcomes, values, and supports individuals and communities who affirm human dignity. The University provides opportunities for engagement, learning, growth, and transformation to foster a diverse, equitable, and inclusive institution.

Reasonable Accommodations:
SUNY Brockport provides reasonable accommodation to applicants with disabilities, veterans, or wounded warriors where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please contact the Office of Human Resources or email your request to Tamara Gouger, AVP for Human Resources and ADA Coordinator, at tgouger@brockport.edu. Determinations or requests for reasonable accommodation will be made on a case-by-case basis.

SUNY Brockport is an AA/EEO/ADA employer. The University actively seeks applications from women, veterans, individuals with a disability, members of underrepresented groups or anyone that would enrich the diversity of the University.

To apply, please visit
https://www.schooljobs.com/careers/brockport/jobs/5206669/director-of-institutional-research-analysis

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