Job Description

Assistant Director of Institutional Research and Effectiveness

University Mission: Concordia is a Christian university preparing leaders for the transformation of society.

University Core Values:
- Christian
- Community
- Excellence
- Learning & Teaching
- Service

Unit or Department: Institutional Research & Effectiveness

Unit/Department Mission: Institutional Research and Effectiveness enhances institutional effectiveness by providing information which supports and strengthens operations management, decision making, and unit/institutional planning processes with the goal of achieving the University’s mission.

Position Title: Assistant Director of Institutional Research and Effectiveness

Summary of the Position: This full-time position organizes, coordinates and manages the institutional assessment activities of the University in ways consistent with the university mission, values and vision. The work of this position is highly collaborative and integrated with academic and operational departments across the campus. This position also works with the director to insure that institutional research functions are completed in a timely manner.

Staff Relationships:
Reports to: Director of Institutional Research and Effectiveness
Supervises: Oversees research analyst(s’) work product and student worker
Hired/Appointed by: Director of Institutional Research & Effectiveness

Exempt/non-exempt: Exempt

Salary Level (1, 2, 3, 4, or program director): 4
RESPONSIBILITIES

- Ensure that institutional assessment activities are appropriately supportive of, and nested within, the context and structure of the University’s Strategic Plan.
- Manage and support the development of institutional assessment activities in support of:
  - Organizational Assessment (student general education and program outcomes, operational unit assessment, regional/specialized accreditation and personnel assessment)
  - Institutional Research (assist with mandatory/annual reports, operational benchmarking, and ad hoc research)
  - Institutional Strategic Planning (support the strategic planning process, institutional values, strategic themes, strategic initiatives, and referent - aspirant group comparisons)
  - Resource allocation alignment (assist the development of departmental goals, and the alignment of institutional resources with strategic goals/themes)
  - Institutional Brand (Strength, and mission and values consistency)
- Research, identify, communicate, and implement assessment tools. Evaluate effectiveness and continually refine tools and methodologies.
- Perform or partner in the analysis of assessment results. Oversee department staff in this effort.
- Establish, maintain, and deepen campus-wide collaborations and efforts in institutional assessment and effectiveness to ensure a culture of evidence.
- Serve as the University’s primary point of contact with vendors and partners supporting institutional assessment functions.
- Other related duties as assigned.

REQUIREMENTS

- Successful professional higher education experience (5+ years preferred) in institutional assessment and institutional research
- Master’s degree in research or assessment related fields (Doctorate preferred) or 8+ years of institutional research/assessment experience will be considered
- Technical expertise in institutional research, statistics, and strong research/analytical skills
- Knowledge of, comfort and facility with the higher educational environment/culture
- Experience with regional and specialized accreditation bodies
- Desire and ability to work directly with faculty, professional staff and students
- Experience with software to document and support assessment efforts - TracDat
- Effective oral and written communication skills
- Experience with student information systems (Banner preferred), business intelligence software and statistical procedures and techniques.

CORE COMPETENCIES

- Accountability: Ability to establish mutual agreements that result in clear responsibility, taking personal action to accomplish agreed-upon results and assuming personal responsibility for the results of behavior and actions.
- Integrity: Actions are consistent with ethical and core values of CU.
- Diversity: Honors the uniqueness of each individual, challenges stereotypes, and promotes sensitivity and inclusion.
- Respect: Demonstrates consideration and appreciation for students, faculty, staff and all constituents.
- Stewardship: Actions align with the University mission and core values.
• Customer Service Orientation: Seeks opportunities to improve work and work environment to better meet needs.
• Teamwork/Collaboration: Works cooperatively and productively with others to achieve shared goals.
• Communication: Demonstrates the ability to convey thoughts and ideas as well as understand others’ perspectives.

**Compensation:** $55,000 to $65,000; full benefit package including health insurance, retirement, and graduated tuition remission.

**Critical skills for this position:**

- ☒ Microsoft Office Suite (Word, Excel, Power Point, Outlook, Access and Publisher)
- ☒ Administrative software (Banner)
- ☒ SPSS, SAS or equivalent
- _______ Desktop Publishing
- ☒ Remote Network Access (H: drive access off campus, VPN)
- ☒ Web Mail
- _______ Blackboard
- ☒ Network Drives
- ☒ Ability to drive a vehicle
- ☒ Possess a valid driver’s license
- ☒ Web survey administration software

**Physical demands of the position:**

- ☒ Repetitive motions sitting at keyboard
- ☒ Rising and sitting repeatedly
- ☒ Climbing stairs
- ☒ Walking indoors or outdoors
- ☒ Ability to lift 25 pounds
- ☒ Ability to lift, pull, grasp, stoop and reach within an office environment
- ☒ Ability to sit for extended periods of time
- ☒ Ability to speak and hear
- ☒ Handle routine office materials and tools

**Assessment schedule:** Position assessed after the initial 90 days and then annually
Attitude and demeanor of all Concordia University employees:

As part of a work environment that highly values Christian education, educational excellence and service to students, all members of the community will:

- Publicly support the mission of Concordia University
- Communicate effectively with warmth, sensitivity, and understanding as s/he deals with administrative colleagues, teachers, students, parents, faculty, college personnel and program associates
- Work as a team member in a professional environment
- Possess a “service attitude “ (willingness to be flexible to meet the needs of the department and the university)
- Have a professional physical appearance (appropriate clothing, personal hygiene, etc.)

TO APPLY:
Please submit a resume, letter of interest, contact information for three professional references, and a Staff Employment Application Form to: DIAResumes@cu-portland.edu, or mail to Concordia University Human Resources 2811 NE Holman St., Portland, Oregon 97211.

A Staff Employment Application can be found at: [http://www.cu-portland.edu/aboutcu/documents/cu_staff_employment_application.pdf](http://www.cu-portland.edu/aboutcu/documents/cu_staff_employment_application.pdf)