

STAFF VACANCY

Director, Institutional Research

Founded in 1897, Piedmont College is a private, comprehensive liberal arts college with an enrollment of approximately 2,200 students at campuses in Demorest and Athens, Georgia. Unless specified otherwise, position is for the main campus in Demorest, Georgia.

Piedmont College invites applicants for the full time position with benefits of Director, Institutional Research.

Summary Roles and Responsibilities:

- Generates information needed for strategic planning and ensures that the college meets benchmarks and external accreditation requirements.
- Collecting, organizing, analyzing, and distributing data to support the College's strategic planning and institutional effectiveness efforts and the College's decision making, planning and budgeting processes by providing valid, reliable, pertinent information to the College's decision makers. Data are collected for external and internal constituents.
- Works closely with College administration to streamline data collection processes, improve data quality, and ensure that data collection processes align with College priorities. Regularly evaluates departmental priorities and objectives with respect to national trends in Institution Research.
- Works closely with programs and other college stakeholders with their data needs. Educates the various stakeholders on the meaning, quality, and value of various data sets and data analyses.
- Works to increase collaboration and consistency regarding the use of data, anticipating stakeholder questions and needs for data.
- Serves as a liaison to the Piedmont College Board of Trustees for planning purposes.
- Works to meet numerous objectives, including (1) external reporting, (2) data coordination for upload to the National Center of Education Statistics, (3) overseeing the course evaluation process, (4) ensuring that the board of trustees are provided with requested information, (5) providing valid and reliable data to decision-makers at all levels of management (6) releasing timely and accurate information to state, private and federal entities, and (7) conducting internal surveys.
- Institutional data are disseminated for numerous surveys, including the following:
 - ~ IPEDS Graduate Rate & Graduate Rate 200, IPEDS Institutional Characteristics Survey
 - ~ IPEDS Financial Aid, IPEDS Finance, IPEDS Human Resources, IPEDS Fall Enrollment
 - ~ College Board, Barron's , Wintergreen Orchard
 - ~ SACS Commission on Colleges Institutional Profile
 - ~ Peterson's Survey for Undergraduate Institutions and Peterson's Graduate Survey
 - ~ The University and College Accountability Network (UCAN)
 - ~ Council of Graduate Schools and Graduate Record Exam (GRE)
 - ~ American College Test Institutional Data Questionnaire
 - ~ U.S. News & World Report Main Survey, Financial Aid Survey, and Finance Survey
 - ~ NCAA Graduation Rates Data Collection, NCAA Academic Success Survey
 - ~ Piedmont College Alumni Survey, Piedmont College Student Satisfaction Survey
 - ~ College Board Tuition Survey
 - ~ Georgia Independent College Association Tuition Survey, Academic Programs Survey
 - ~ Georgia Independent Collegiate Association Longitudinal Study
 - ~ College of Distinction Survey
- Participate as needed with the administrative council, enrollment management team and with accreditation initiatives.
- Serve as needed as a member of the Georgia Independent College Association External Request Subcommittee.
- Serve as the administrator of the course evaluation process, manage the software program, import institutional data, manage data field compatibility, operate the course evaluation help desk for students and faculty.
- Assist with other duties as assigned.

Preferred Skills/Other Experience:

- Prior higher education leadership experience in this or a closely related area of expertise.
- Demonstrated success in communicating successfully with a range of stakeholders thus facilitating the use of data to inform planning on multiple levels.
- Ability to communicate complex and technical information in a clear and concise manner. Ability to establish and maintain effective, collegial working relationships with campus constituents.
- Ability to design, organize and manage complex data projects and software programs;
- Proficiency with teaching and training on concepts related to institutional research;
- Database management; advanced computer skills;
- Thorough understanding of academic programs, policies and procedures;
- Administrative experience with policies governing higher education, the National Center of Education Statistics Integrated Postsecondary Education Data System, and enrollment management practices
- Extensive knowledge with accreditation guidelines and laws governing higher education
- Excellent interpretive, oral and written communication skills
- Skills are necessary to utilize more than two dozen independent computer software systems, including federal, state and institutional database systems.
- Coordinate and submit data to the U.S. Department of Education National Center for Education Statistics for input to the Integrated Postsecondary Education Data System (IPEDS).
- Experience to serve as IPEDS Keyholder and database administrator.

Minimum Job and Educational Requirements: Master's Degree

Knowledge, Skills and Abilities:

- Ability to share in data-driven decision making; Analyze complex data and trends
- Data compatibility with multiple software programs; Advanced statistical knowledge base
- Understanding of student outcomes; accounting, finance and predictive analytics knowledge;
- Exceptional oral communication skills; superior collaboration with all levels of management;
- Data analysis and interpretation skills
- Competency with use of Ellucian Colleague Data System
- Competency with use of Performance Weave Assessment Program and Completing Annual Reports
- Understanding of Faculty Credentials and reporting requirements
- Knowledge of Structured Query Language (SQL) functionality
- Experience preferred in a quantitative field or a field requiring research analysis (math, statistics, business, computer science, or educational research)
- Advanced knowledge and experience required in the following: IBM SPSS Statistics Software, Microsoft Excel, pivot tables, macros, advanced statistics preferred, experience with programming languages (Python, R), visual media, infographics, web page design, and report writing software, Ellucian Colleague, Intrinsic Informer

To apply, applicants should submit a letter of interest, a current resume, an application for employment <http://www.piedmont.edu/files/docs/Employment-Applicationappended.pdf>, and the names, phone numbers, and e-mail addresses of three references via e-mail to Phyllis Howell at phowell@piedmont.edu

Piedmont College has a strong institutional commitment to the achievement of diversity within its faculty, staff, and students.

Piedmont College does not discriminate on the basis of race, color, national origin, sex (including pregnancy and gender identity), sexual orientation, disability, age, genetic information, or religion. Inquiries concerning this statement should be directed to:

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