



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Director of Institutional Research

Do you have a high level of initiative and motivation with demonstrated collaboration, project management, and facilitation skills? If so, our Director of Institutional Research position might be the right fit for you.

Our Idea of a Perfect Candidate Is Someone Who Has:

- Working knowledge of best practices in university institutional research.
- Experience with higher education recruitment, accreditation, and registrar functions.
- Experience using student information systems and CRMs.
- High degree of competence in IPEDS reporting policies and procedures.

Our Ideal Candidate's Education and Experience Include:

- Possession of a Master's degree or certified public accountant (CPA).
- Proficient in relational databases (SQL, Unidata, etc.).
- Experience with BI dashboards (i.e. Power BI, Tableau, etc.).

This Position Is Responsible For:

- Working closely with colleagues who coordinate strategic planning, policy making, resource allocation, enrollment projections, assessment, accreditation and grant funded initiatives, providing relevant quantitative data to enhance data-driven decision-making.
- Planning, analyzing, evaluating, and reporting on institutional and external data requests.
- Conducting research and analysis on the institution's effectiveness, including design of studies, data collection, analysis, and reporting.
- Producing annual reports which document the college's progress in institutional effectiveness, such as the Strategic Plan Update, Management Indicators, and Fall Census Highlights.
- Provides data and analytical support for accreditation, optimal capacity analyses, curricular, and co-curricular program assessments.
- Serving as chair of the Compliance Committee.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Director of Institutional Research](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.