



Job Description

General Information

Position Title: Director of Institutional Research and Assessment	Department: LITS	Date: July 3, 2020
Reports to: Vice President for Libraries and IT	Location: Buttrick Hall/Burke Library	FLSA Classification: (circle one) Exempt (Salaried)

Position Summary

Hamilton College seeks an innovative leader to direct the Office of Institutional Research and Assessment. Reporting to the Vice President of Libraries and Information Technology, the Director serves as a key partner for strategic planning, decision making, and effectiveness across the institution. The work of this office springs from key principles that include integrity, inclusivity, curiosity, rigor, collaboration, and continual improvement. The Director supports functions including student success, strategic planning, enrollment, academic programming, college advancement, and more through analyses, dashboards, research, and reporting. The Director promotes a data-friendly campus culture by leading data governance, ensuring the availability and integrity of institutional analyses, improving access to information through automation, serving on key campus committees, and working in partnership with data stewards across the institution. The Director is a member of the Library and IT Strategic Leadership team and collaborates across the division to achieve objectives.

Responsibilities (Essential Functions) Include % of time spend for each Essential Function

Support Strategic Leadership

- Serve as an advisor to senior leadership by anticipating questions and helping guide and support ethical and informed institutional decision making.
- Develop models, data reporting, and provide general data support for key college functions such as enrollment, college advancement, finances, HR, academics, etc. that employ comparative data, historic trends, demographics, and other variables.
- Partner with the Vice Presidents of Enrollment Management, Student Affairs, and other senior staff to understand and model student outcomes that include academic achievement, persistence, satisfaction, inclusion, connectedness, and more in order to better understand outcomes and develop programmatic improvements for students across all demographics.
- Participate as appropriate in institution-level committees, councils, etc. to provide leadership and support for data, reporting, decisions, and compliance-related activities.
- Actively participate in building our diverse, inclusive, and equitable campus community.

Build a data-informed institutional culture

- Lead campus data governance with a disciplined focus on developing defined data, reporting, usage and access standards to support operations throughout the college.
- Work together with users of data throughout the community to help everyone make the best use of data resources. This may include training and coaching on how to research, understand, and use data to inform decision making.
- Partner with faculty to support data-driven academic research and scholarship.



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- Lead college-wide strategy and protocol around data gathering activities, including surveys, data sharing among information systems and offices, etc.
- Lead the Institutional Research and Assessment Office's transition from reporting traditional static data (CSV/Excel) to dynamic data pulled from continuously updated sources, automating reporting in a responsible self-service model.

Lead institutional assessment

- Partner with Academic Affairs to support and/or manage accreditation, academic program reviews, academic planning, and related initiatives.
- Manage institutional data gathering by administering surveys, collecting external data sets, and leveraging data across enterprise information systems.
- Manage internal and external data reporting with a focus on providing responsive service across the institution to assist all units with data reporting needs.
- Partner with the Business Intelligence team both to streamline reporting and to make reports, survey data, assessments, etc. available through our enterprise data systems for future analysis.
- Collaborate with the Division of Communications and Marketing to develop communication strategies and materials, including survey text, report presentation, web presence, etc.

Education and Previous Experience Requirements

- Advanced degree (Masters, PhD, etc) in a related discipline and/or equivalent experience.
- 5+ years progressively responsible positions in higher education institutional research or related functional areas.
- 3+ years management experience.
- Demonstrated commitment to supporting diversity, equity, and inclusion.

Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner.

- Ability to achieve stellar outcomes through collaboration and partnership rather than direct authority.
- Experience proactively developing, proposing, and executing projects to benefit an organization.
- Experience managing cross-organizational projects with high level stakeholders and indirect authority.
- Demonstrated knowledge of research design, sampling, predictive modeling, report creation, data science, and analytical/statistical platforms
- Experience producing reporting and data files needed for common higher education requirements and consortiums (e.g., IPEDS).
- Understanding of technologies related to reporting automation, data visualization and related cloud software.
- Experience with Tableau or similar data visualization software.



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- Ability to write basic data queries using an SQL-based visual tool or coding.



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Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Use				
Is repetitive use of hand required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Simple grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Simple grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (above shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (below shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 26-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 51-75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Job Description

Reviewed and Approved:
(Sign and Date)

Department Manager/Supervisor: _____

Date: _____

Department Director/VP: _____

Date: _____

Human Resources: _____

Date: _____

Union Representative (If Applicable): _____

Date: _____