



**Director, Institutional Research and Assessment (full-time, 35 hours/week)  
Planning, Institutional Research and Assessment  
Position 102043**

**Position Summary:** Directly responsible for the planning and execution of the University's institutional research and assessment activities, and the management, oversight, and training of the office's staff. Main institutional point of contact for all external reporting of University statistical data to the federal government, University and programmatic accrediting bodies, guide book and ranking agencies, and professional associations and bodies. Directly responsible for the creation, completion, and development of new and ongoing internal University reporting initiatives and reports. Plans, leads, and conducts complex and diverse statistical analyses to inform University decision making and priorities. Plans and leads development of automated reporting initiatives for the office as well as other internal and external constituencies, developing new frameworks as necessary. Prototypes new reporting systems, reviews external reporting solutions, leads system implementation efforts, and maintains existing and newly implemented systems.

**Essential Responsibilities Include:** Directly responsible for the planning and execution of the University's institutional research and assessment activities. Main institutional point of contact for all external reporting of University statistical data to the federal government, University and programmatic accrediting bodies, guide book and ranking agencies, and professional associations and bodies. Directly responsible for the creation, completion, and development of new and ongoing internal University reporting initiatives and reports. Plans, leads, and conducts complex and diverse statistical analyses to inform University decision making and priorities. Plans and leads development of automated reporting initiatives for the office as well as other internal and external constituencies, developing new frameworks as necessary. Prototypes new reporting systems, reviews external reporting solutions, leads system implementation efforts, and maintains existing and newly implemented systems.

Responsible for the development, administration, and analysis of surveys and other assessment instruments to support the University's assessment of student outcomes. Including, but not limited to: the National Survey of Student Engagement, the CIRP freshman surveys, the university's graduate and undergraduate alumni surveys, the senior survey, and the course evaluation system. Represent the office in a variety of university committees on topics ranging from Student Retention to Middle States accreditation to the student system. Hire, supervise, develop, and train Institutional Research and Assessment staff and student workers. Work collaboratively with the Associate Vice President and University Budget Director to provide ongoing support of planning and budgetary analyses, including the University's long range financial forecast.

**Minimum Qualifications:** Master's Degree with approximately 5 years' experience with research or assessment in higher education or a comparable environment. Advanced degree and knowledge of research and statistics, higher education policy, national surveys, and institutional data management systems. Experience supervising 1-2 direct reports. The incumbent will also possess: experience reporting data and creating tables and graphs for multiple constituencies; strong analytical, written, and verbal communication skills; and the ability to work independently and under time pressure.

Expert on statistics (descriptive and inferential), research methods, statistical software (SAS, SPSS), databases, and survey design. Position requires the ability to manipulate and extract datasets from the PeopleSoft Student System. Familiarity with national educational datasets. Position requires attention to detail, high-level analytical skills, and high degree of confidentiality. Position requires the ability to handle and manipulate data information in multiple formats. Position requires the ability to manage multiple tasks and communicate with various campus constituencies.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to: [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 102043 in subject line of email. No photos on resumes will be accepted,

please save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

**THE CATHOLIC UNIVERSITY OF AMERICA**

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