



**Director of Institutional Research
Finance & Administration and Academic Affairs**

Position Summary

Mitchell College is seeking an experienced Director of Institutional Research, who will perform complex and comprehensive analyses about such subject areas as student demographics, student academic histories, course offerings, institutional effectiveness, financial matters and alumni career patterns to provide guidance to the College's policymakers on the effectiveness of the institution and future strategic direction.

The Director uses statistical methods to collect, analyze and interpret a wide array of data to provide advice to College administrators on strategic plans for developing the College's academic, social and administrative services. A significant portion of the position's scope of work involves reporting institutional compliance to external agencies and doing mandatory reporting for state, regional and federal agencies. The position requires extensive cooperative and collaborative relationships with faculty, students, and staff and with professionals in peer institutions and associations.

Required Education and Experience:

- BA/BS required (advanced degrees preferred) with at least three years' experience in a similar role.
- Experience collecting, analyzing and applying data to policy recommendations, using proven statistical analysis methods and techniques.
- Experience with student information and database management systems, the application of computerized statistical systems and SPSS/statistical software.
- Strong information technology literacy skills and fluency in Microsoft Office.
- Experience in the design, development, and analysis of data collection tools.
- Familiarity with nationally normed assessment instruments.
- CITI (Collaborative Institutional Training Initiative) Certification to *conduct research* or requirement to successfully pass certification within first 90 days of hire.
- CITI (Collaborative Institutional Training Initiative) Certificate to be an *IRB Member* required to be completed within the first 30 days of hire.

As a small liberal arts college, Mitchell developed its distinct educational approach over almost 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a full-time, FLSA exempt level position with standard College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **November 24, 2017** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factors.