



VACANCY NOTIFICATION

DIRECTOR OF INSTITUTIONAL RESEARCH

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square Campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City Campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center; in 2012 for the North Hudson Campus Project; and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently searching for a full-time **Director of Institutional Research** to serve on our team. In accordance with the goals and responsibilities of the Office of Institutional Research & Planning, the Director of Institutional Research will assist in the development and facilitation of institutional assessment processes, analyze data and handle mandatory State and Federal compliance requirements for the College.

The Director of Institutional Research will provide support in the following areas:

- Handle State and Federal data submissions and other compliance requirements
- Respond to internal data requests from the College community, as well as external data inquiries from third-party entities affiliated with the College (e.g., New Jersey Council of County Colleges, Peterson's Surveys, College Board, etc.)
- Extract data from the student information system to perform analysis of the College's enrollments, retention, graduation, and student population characteristics
- Provide descriptive statistical and trend reports that will help inform HCCC leadership on how to enhance programs and services
- Develop annual Fact Books and other publications for the purposes of data transparency, as well as dissemination of institutional information to stakeholders and the public
- Provide assistance with the College's assessment efforts, including but not limited to collaboration with the Assessment Coordinator, participation in the Institutional Effectiveness Committee, and assistance in the Academic Cyclical Program Review process
- Perform other duties as assigned supporting special projects and other institutional priorities

Qualifications:

Required Qualifications

- Bachelor's degree in social science, business, education, computer science, statistics or related discipline
- Three or more years of experience in higher education
- Strong analytical and problem solving skills
- Expertise with Microsoft products, specifically Excel and Access
- Experience with SPSS, SAS, or other statistics software packages/programs

- Experience in research design, data analysis and report preparation
- Ability to work independently and collaborate on work teams

Preferred Qualifications

- Master's degree in degree in social science, business, education, computer science, statistics or related discipline
- Experience with Ellucian Colleague, BusinessObjects Web Intelligence, and Qualtrics Survey Software
- Ability to communicate research methods to all knowledge levels
- Experience in conducting applied social/educational research and evaluation projects
- Experience with data visualization

To Apply: Send letter of application with references, resume, and salary requirements via email to:
dgraham@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER