Bemidji State University invites applications for the position of:

**Director of Institutional Research and Effectiveness**

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**MAPE JOB POSTING**

**CLASSIFICATION:**
Research Analyst Specialist Senior (01123119)

**OPENING DATE:**
Monday, March 25, 2019

**CLOSING DATE:**
Tuesday, April 16, 2019

**POSITION LOCATION:**
Bemidji, Minnesota

**SCHEDULE:**
Day Shift, Monday – Friday; Full-time Non-Exempt

**POSITION PURPOSE:**
To identify, interpret and summarize institutional effectiveness data to inform Cabinet-level long-range strategic planning and decision-making regarding college-level operational and accreditation needs and institutional improvement efforts for Bemidji State University (BSU) and Northwest Technical College (NTC). Designs research studies, institution wide and departmental assessments and directs data collection and analysis. Provides support to administrators, faculty and staff in construction and analysis of assessments. The position provides consultative advice on assessment strategies, instrument design, and interpretation of assessment data. This position is also responsible for staying up to date on and fulfilling institutional reporting requirements for accrediting agencies, state system offices, federal offices, national statistics organizations, legislative auditors and other constituencies to which the institution is required or expected to provide data.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Identify relevant institutional data, design data gathering strategies, conduct analysis and prepare summary reports and recommendations for university-level long-range, strategic planning purposes; and departmental quality improvements. Design research studies, and conduct analysis and data interpretation on academic related topics, such as admissions, retention and enrollment management, student satisfaction and student success. Present oral and written reports and use electronic means of communicating the findings to administration, deans, department chairs, and other university constituents. Develop standard procedures for collecting and reporting data to meet accreditation requirements. Collect data to prepare reports for external constituencies such as the HLC, IPEDS, MinnState, Title II, and others.

   **Priority:** Essential  **Percent of Time:** 50%

2. In conjunction with technical staff, design appropriate web-based "self-service" reports that fulfill common data needs. The specific reports developed would be based on constituent requests, and the director's perception of need. Provide training support for faculty and staff on accessing and interpreting the reports. Actively pursue professional growth in areas of responsibility as needed to fulfill job responsibilities, including the use of appropriate software and computer tools used and supported by the university/college and MinnState system (e.g., Hyperion, ISRS, Microsoft Office, Power BI, statistical software etc)

   **Priority:** Essential  **Percent of Time:** 25%

3. Work closely with the University Assessment Committee in the development of departmental five year and assessment plans and supporting data analysis; provide "packaged" data to departments writing their plans or completing their self-study documents.
4. Lead, direct and assist the Research Analyst and student employees in accordance with established workflow requirements in the timely accomplishment of assigned workload. Prioritize and direct the activities of a statistical research and reporting unit engaged in reporting data of major importance in planning the programs the University and the College.

   | Priority: | Essential | Percent of Time: | 15% |

5. Participate in University In-Service days, as appropriate to discuss data collection and data analysis-related topics.

   | Priority: | Secondary | Percent of Time: | 5% |

**Priority**: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary; **Discretion (optional)**: A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of**: in-depth knowledge of research and trends in higher education, academic support services providers and non-academic assessment models; statistical analysis, and data interpretation; process improvement strategies and strategic planning in higher education. Knowledge of data requirements, data management system needs for accreditation. State and federal laws, other governing documents and their interrelationships sufficient to identify significant developments and issues and consult and advise management in policy formulation.

**Skills in**: consulting and group dynamics, project development and implementation, designing and making presentations in a variety of formats including formal presentations and educational workshops, applying research methodology and statistical procedures to a wide variety of academic research questions. Using computer communication tools and application software to collect and analyze data, prepare reports and presentations that display data/results meaningfully and that turn "data" into "information." Skills using Microsoft Office Professional programs (Word, Excel, Access, PowerPoint, Power BI) strongly preferred as these are the tools supported by the University/College Technology Plan. Ability to use/experience with using a complex relational database system such as MinnState's Integrated Student Reporting System (ISRS).

**Abilities**: Excellent written and oral communication skills, strong leadership skills, strong organizational skills, ability to work effectively one-on-one and collaboratively with faculty and a variety of people at different administrative levels. Ability to use -- or ability to quickly learn to use--and apply appropriate computer technologies and software applications to fulfill job responsibilities.

**MINIMUM QUALIFICATIONS**: (expected to have to enter job)

- Master’s degree from an accredited institution of higher education in an analytical, research-related field such as Statistics, Mathematics, Computer Science, Information Systems, Higher Education, Business, a Social or Natural Science or related field.
- Five years direct experience in research, surveying, assessment, statistical analysis, data interpretation.
- Skilled in the use of Microsoft Office Professional programs especially MS Excel and Access and data visualization programs such as MS Power BI
- Knowledge of data warehousing and relational databases
PREFERRED QUALIFICATIONS: (desired but not expected to have to enter job)

- Doctorate degree from an accredited institution of higher education
- Experience with process improvement strategies and strategic planning in higher education.
- Experience using large enterprise database systems
- Ability to apply research methodology and statistical procedures to a wide variety of academic research questions.
- Skill in the use of computer communication tools and application software to collect and analyze data, prepare reports and presentations that display data/results meaningfully.
- Excellent written and oral communication skills, strong leadership skills, strong organizational skills, ability to work effectively one-on-one and collaboratively with faculty and a variety of people at different administrative levels.
- The applicant should demonstrate a knowledge of and interest in working with diverse cultures and populations.


If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson in Human Resources, at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu)

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Bemidji State University, located in northern Minnesota’s lakes district, occupies a beautiful campus along the shore of Lake Bemidji. The University enrolls more than 4,700 students annually. Offerings include more than 50 undergraduate majors and ten graduate programs encompassing the liberal arts, interdisciplinary studies and applied fields. The University is a member of the Minnesota State College and Universities System. The University has a faculty of 250. University distinctive themes include civic engagement, multiculturalism, and environmental stewardship. Faculty members with those interests or research areas are desired. The greater Bemidji area numbers 25,000 and serves as a regional commerce and health center. For further information about the University, see our website at: [http://www.bemidjistate.edu](http://www.bemidjistate.edu)

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