



## POSITION ANNOUNCEMENT

**DATE:** January 5, 2012

**POSITION TITLE:** Director of Institutional Research (Full-time 12-month position)

**SALARY:** Level V Confidential Unit (Starting salary range \$42,415 to \$59,448)

**QUALIFICATIONS:** Bachelor's degree with at least three years of research experience including reporting, high-level database design and systems design with at least one of those years being with either a non-profit or higher education organization. Master's degree preferred. Three to five years of experience with enterprise data systems analysis; reporting & presentation; and statistical & trend analysis are necessary. Three years of experience in educational and/or scientific research; technical writing, organizational and interpersonal relationship skills; and documentation (both technical and presentation).

**RESPONSIBILITIES:** The Director reports to the President. The successful candidate will be the primary entity responsible for:

- developing and implementing the processes for collecting, evaluating, synthesizing, analyzing and disseminating research data to aid in outcomes assessment and to assist in decision making regarding all fundamental aspects of the college environment including self-assessment, planning and academic & administrative decision-making;
- providing both research and statistical guidance for decisions and initiatives on campus along with identifying and developing reports to satisfy ongoing and reoccurring requests for data;
- play a key role in regards to accreditation and institutional assessment;
- assume a role in both database design and data integrity from the viewpoints of Institutional Research along with making sure data requests comply with the various federal regulations and policies in place around the dissemination of data;
- and directing and coordinating all student and graduate data activities at the college including maintaining student archives and historical college records.

**APPLICATION PROCEDURE:** Application review will begin immediately and continue until the position is filled. For consideration, please submit a letter of application, Application for Employment at KVCC (visit: [www.kvcc.me.edu](http://www.kvcc.me.edu) and then click "EMPLOYMENT" and download form), resume and three (3) letters of professional reference including telephone numbers:

Rochaline Gertloff  
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KVCC is an equal opportunity/affirmative action institution and employer. For more information, please call 453-5000.