



Executive Director of Institutional Research and Planning

(Internal Posting)

Date: February 14, 2019

Title of Position: Executive Director of Institutional Research and Planning

Bargaining Unit / Salary Range: Confidential Level 5

SUMMARY

The Executive Director reports directly to the College President. Serving in a research, planning and advisory capacity to the President and members of Cabinet with regard to strategic budget planning efforts, assessment, accreditation and effectiveness planning efforts, the position provides confidential and detailed information and analysis necessary to guide the President's and Cabinet's data-driven decision making in these regards.

QUALIFICATIONS:

The Successful candidate will have:

- A Master's Degree
- Experience in institutional research and assessment
- Experience with a variety of statistical analysis and reporting software
- Extensive knowledge and experience with Microsoft SQL
- Knowledge / experience with Tabulee, Infomaker and other reporting tools
- Experience in or demonstrated knowledge of community colleges

APPLICANT PROCESS: Consideration will begin February 28, 2019, and continue until the position is filled. However, in order to receive full consideration, please send a completed CMCC employment application available at www.cmcc.edu, a cover letter and resume, to:

Todd Crossley – 207-755-5434
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Central Maine Community College
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Auburn, ME 04210

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