



Position Vacancy Announcement

Director of Institutional Research

(Internal Posting)

Date: July 25, 2019

Title of Position: Director of Institutional Research

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; however, other duties may be assigned.

The director reports to the Dean of Planning and Public Affairs working on the College's assessment, accreditation and effectiveness programs. The director is responsible for gathering data to be used for federal and state grant applications, accreditation agency and institutional reports, and provide information to management to support college decision making. The director maintains Jenzabar Common Module, serves as the College's data base administrator.

MINIMUM QUALIFICATIONS INCLUDE:

Master's Degree and administrative experience in research methodology and scientific and/or educational research including the use of statistical software and data bases.

PREFERRED QUALIFICATIONS INCLUDE:

Experience with Jenzabar student information system. Experience in a community college environment.

TO APPLY: This position will remain open until filled, however, in order to receive full consideration, please send a **completed CMCC employment application** available at www.cmcc.edu, a letter of application and a resume by August 7, 2019, to:

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