



**Date: June 28, 2021**

**Title of Position: Institutional Research Associate**

**Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Admin Unit as a Level 2. The budgeted salary is \$34,522.77.**

**RESPONSIBILITIES:** In conjunction with the Director of Institutional Research, the Institutional Research Associate is responsible for collecting and reporting data necessary for assessment, planning, and evidenced based decision-making. This position measures program effectiveness; prepares data for and contributes to preparation of a variety of reports for internal and external partners; assures data accuracy and improves data integrity in processes across the college; develops and conducts survey research in response to institutional needs; provides training and data support to key college leaders; responds to ad hoc requests for information; and completes federal, state and institutional reports. The position performs other research and planning duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in a related field.
- Proficiency in Microsoft Office Suite and student information systems, preferably Jenzabar, familiarity with, or willingness to learn, SQL.
- Ability to meet deadlines and work under pressure.
- Attention to detail.
- Ability to produce accurate and thorough work.
- Ability to perform at the highest level of accountability in a complex working environment.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in a related field.

**APPLICANT PROCESS:** Consideration of applications will begin July 14, 2021, and continue until the position is filled. Please send a letter of application addressing the above, college transcripts, a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at [www.cmcc.edu](http://www.cmcc.edu)) to:

Suzanna Gallant, Director of Human Resources  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
[sgallant@cmcc.edu](mailto:sgallant@cmcc.edu)