

William Paterson University, Wayne, NJ

Institutional Research and Assessment, Associate Director, Job Code 021WPU

Under the direction of the Director for Institutional Research and Assessment, the Associate Director will provide leadership and guidance in carrying out an active program of institutional research and institutional assessment and effectiveness activities. Principal responsibilities include but are not limited to: meeting compliance and reporting requirements for the Higher Education Opportunity Act as appropriate for the office; meeting external effectiveness reporting requirements such as the annual NJ Accountability Report and the Voluntary System of Accountability (VSA); conducting quantitative and qualitative research and reporting the results of the research especially pertaining to outcomes assessment, enrollment management, and institutional effectiveness at the University level; serving as a resource and leader for various campus initiatives engaged in assessment and effectiveness; working collaboratively with other IR&A office personnel and the wider University community and assisting in the management of day-to-day operations.

The successful candidate will possess six years of full-time work experience in institutional research; three years in a public college or university preferred, expertise in developing and executing research projects from conceptualization to presentation of the final results including implications for University policy and effectiveness, demonstrated ability to clearly express complex ideas and research findings in writing and orally to diverse audiences; expertise in the use of appropriate statistical techniques in survey research, using software packages such as, SAS or SPSS; and proficiency in working with student information data bases, BANNER preferred. Must possess proficiency in Microsoft Excel and Word.

Masters degree from an accredited college in a field requiring expertise in social science or educational research and advanced statistics; doctorate preferred. Completion of an IR certificate program preferred.

Salary commensurate with expertise and experience. A very attractive benefits package will include tuition waiver for dependent children after one year of full time employment.

Submit letter of application, a resume, writing sample, and names and addresses of three professional references to Dr. Robert Seal, Provost Office, William Paterson University, 300 Pompton Road, Wayne, NJ 07470 or email sealr@wpunj.edu. Please reference Job Code. Additional information about the University can be found at <http://www.wpunj.edu> and the office at <http://ww2.wpunj.edu/ira/>. William Paterson University is an Equal Opportunity Institution Committed to Diversity.