GENERAL DESCRIPTION
The Office of Institutional Research and Assessment provides leadership and support for internal and external reporting of campus data, including creation, analysis, interpretation, report generation, and dissemination. The Director of Institutional Research and Assessment (IRA) is responsible for developing and maintaining assessment and institutional research/effectiveness processes with a focus on continuous quality improvement. The IRA director serves as the steward for institutional research and assessment, generating quantitative and qualitative data for quality improvement and informed decision making.

The IRA director also provides leadership and support in developing and tracking completion of a program of assessment/evaluation to enhance the effectiveness of HCHC’s programs and academic services with a special emphasis on the assessment of student learning outcomes.

This full-time position provides high-level support for the Office of the Vice President for Academic Affairs, a fast-paced office requiring the execution of many multi-faceted academic initiatives and complex special projects with professionalism.

QUALIFICATIONS
Education:
• Bachelor’s degree required; Master’s degree, preferred.
Quality Assurance Processes:
• Experience with processes for academic program reviews; assessment of student learning outcomes; and survey research methodology, analysis, and report generation.
Technological Proficiency
• Exceptional computing proficiency with strong knowledge of Microsoft Office, academic databases, Google Workspace, and electronic records management.
• Proficient with standard statistical packages and statistical research methods.
Communication, Analytical, and Organizational Skills
• Excellence in writing and editing in English with capacity for critical thinking while simultaneously maintaining the highest degree of accuracy and attention to detail when preparing documents in final form.
• Demonstrated organizational skills.
• Exceptional oral communication skills with a customer-service orientation.

Work Ethic
• High work ethic; extremely reliable in task completion.
• Ability to work independently and collaboratively.
• Ability to prioritize and complete multiple projects within non-negotiable deadlines.

Compensation is commensurate with experience. Working remotely is a possibility.

Candidates should submit a cover letter and resume via email to: resumes@hchc.edu

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A Diverse Workforce and Inclusive Culture is Valued