Title: Institutional Research and Assessment Specialist  
Office: Institutional Research and Assessment  
Time: Halftime (20 hours per week)  
Location: Brookline, MA or Remote

Purpose  
Hellenic College Holy Cross seeks an Institutional Research and Assessment Specialist. The Office of Institutional Research and Assessment (IRA) supports a cycle of continuous improvement at HCHC. The IRA Specialist reports to the Director of IRA to support the use of data and the implementation of procedures to ensure that HCHC’s planning and evaluation are systematic, comprehensive, broad-based, and integrated.

Duties and Responsibilities  
- Maintain the department’s digital files.  
- Support assessment projects across the institution.  
- Track progress on the HCHC Strategic Plan.  
- Maintain IRA informational resources (e.g., handbooks, webpages, forms).  
- Write, administer, and analyze data from surveys.  
- Extract, analyze, and disaggregate data for report generation.  
- Prepare summary reports and visualizations tailored to specialized audiences.  
- Provide support for special projects.  
- Assist with post-award grant administration, assessment of grant deliverables, and required data reporting.  
- Serve on the academic affairs team, assisting the work of the vice president for academic affairs as needed.  
- Other duties as assigned.

Education, Experience, and Skills Required:  
- Three or more years of work in higher education in a related function.  
- Master’s degree preferred. Bachelor’s degree in related field required.  
- Excellent organizational skills and attention to detail.  
- Experience with electronic filing systems in Google and Microsoft  
- Proficiency with data manipulation and visualization in Excel, Google Sheets, or Access.  
- Excellent oral and written communication skills.
- A strong commitment to workplace collegiality.
- Ability to maintain strict confidentiality.
- Demonstrated experience with computer functions including strong knowledge of Microsoft Office Suite, Google applications, Zoom, and Canvas.
- Ability to meet deadlines, prioritize multiple tasks, manage projects, work independently, and take initiative.
- Occasional flexibility in working hours to accommodate communication across multiple time zones.
- Ability to appreciate the culture and values of Greek Orthodox higher education.

Application materials must include a current resume and a cover letter detailing the candidate’s qualifications and interest in the position. Please send all application materials in a single email to resumes@hchc.edu.

Hellenic College Holy Cross is a Christian Orthodox four-year liberal arts college, seminary, and graduate school of theology rooted in the Greek Orthodox tradition.

For more information about the School visit https://www.hchc.edu/ Hellenic College is an equal opportunity employer. A diverse workforce and an inclusive culture is valued.