WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking a Director of Institutional Effectiveness and Research who will be responsible for developing and maintaining the University’s institutional effectiveness and research functions to support compliance, reporting, institutional accreditation, and strategic planning and decision-making processes. Key responsibilities will include review, analysis, interpretation and reporting of data, communication with a diverse group of stakeholders, and establishing processes to ensure data quality and ethical integrity for both internal and external reporting.

PRIMARY RESPONSIBILITIES

- Develop methods for gathering and analyzing data regarding learning outcomes and student and institutional characteristics, area demographics, community needs assessments, student enrollment, retention and attrition studies, institutional effectiveness, and the effectiveness of various instructional and research methodologies. Identify both institutional and environmental strengths, challenges, trends and opportunities.
- Create, edit, and maintain SAS code; utilize PowerBI and other data visualization applications; and extract data from Ellucian Banner data system.
- Chair University Data Council and organize cross campus data initiatives. Be able to drive initiatives that require coordination among a variety of stakeholders.
- Evaluate and manage the processing and maintenance of data and databases for institutional, departmental, and individual needs. Ensure data integrity; research and recommend changes to improve data quality.
- Support institutional leaders in reviewing, interpreting, and determining the implications of various measures of institutional effectiveness. Coordinate and participate in the development and analysis of related data.
- Oversee the completion and dissemination of federal and state reports, such as the Integrated Postsecondary Education Data System (IPEDS) and internal reports.
• Maintain current knowledge of laws, codes, regulations, and pending legislation related to institutional assessment, research, planning, and accreditation. Modify projects, studies, functions, and procedures to assure compliance with appropriate state and federal requirements.

• Serve as the key source for data relating to the University’s strategic plan and direction; provides appropriate data and analysis to support planning and decision-making processes.

MINIMUM REQUIREMENTS

• Master’s degree.
• Five years of experience in institutional research and/or strategic planning, preferably in university administration.
• Experience with data extraction, analysis and interpretation using statistical and non-statistical methods.
• Knowledge of current practices in institutional research, including ethical use of data and privacy requirements.
• Knowledge of reporting requirements for federal and state agencies.
• Ability to understand, adapt, and apply trends in higher education research, data management, and policies within institutional settings.
• Excellent computer skills and familiarity with Higher Education Enterprise Systems (Banner), data extraction tools (Argos), and data analysis software (SPSS, SAS).

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.