



JOB TITLE:	Director of Institutional Research
TYPE OF VACANCY:	Staff
DEPARTMENT:	Institutional Research
INSTITUTIONAL PROFILE:	
<p>Chartered on 10th November 2016, University of The Bahamas (UB), the national university of the Commonwealth of The Bahamas, is a vital catalyst for national development. UB evolved out of The College of The Bahamas which was established in 1974. In the process of its evolution, the institution’s academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master’s degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB has four campuses: two on New Providence Island, one in Grand Bahama, and the Gerace Research Centre in San Salvador. Additional centres of excellence are planned for the archipelago.</p>	
POSITION SUMMARY:	
<p>The Office of Administrative Services is seeking a Director of Institutional Research to establish an Institutional Research Office which will be charged with building a team of individuals. The Director of Institutional Research reports to the Vice President of Administrative Services and is responsible for planning, developing and managing a rich data system, as well as providing campus-wide information to the President, Provost and members of the University Administrative Council for decision making. The successful candidate will manage scheduled and ad hoc reporting and data auditing functions requests, and be responsible for maintaining data and mechanisms for projecting performance on various performance metrics. A key responsibility is the provision of information for quality enhancement review (QERs) of all academic departments and degree programmes on an annual revolving basis, and/or as required.</p>	
<p>Provide senior leadership in the collection, analysis, and reporting of information essential to institutional planning and accountability, administrative decision-making, and accreditation:</p> <ul style="list-style-type: none"> ▪ Develop and update predictive models for student persistence and completion, and provide other strategic support for enrollment management; ▪ Take the lead in creating data visualizations and summary messaging; ▪ Recommend and create visuals for survey research data and institutional research data; ▪ Produce an annual Fact Book; ▪ Initiate and create interactive, accurate and modern data visualizations from scratch; ▪ Synthesize complex issues and present them in a creative and non-technical manner in both print and online, including data visualizations and dashboards; ▪ Work closely with the Office of Information Technology to define requirements for the data warehouse and develop automated key reports, helping to ensure data quality and consistency; 	

- Conduct special research studies using appropriate statistical methods to support administrative decision-making and fulfillment of the University's mission;
- Coordinate fulfillment of the unique information needs of internal constituencies and units in a client-centered environment, including, but not limited to, the Offices of the President, Provost, academic units and departments, enrollment management, the Strategic Planning Steering Committee, and all quality improvement programmes associated with institutional and programmatic accreditations, and other administrative units;
- Supervise the personnel and budget in the Office of Institutional Research;
- Meet new challenges related to institutional research and institutional effectiveness that may emerge over time;
- Assist with the SACSCOC Compliance Efforts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent analytical, written and oral communication skills, and coordinating, report writing, and organizational skills;
- Ability to develop and deliver presentations;
- Ability to gather data, compile information and prepare reports;
- Must be a team player and have the ability to get along well with others;
- Strong proficiency in Microsoft Office (Word, Excel, and PowerPoint) and Tableau software;
- Intermediate to advanced experience in statistical research, analysis, and reporting; using statistical software such as SAS, SPSS, R, Stata, or equivalent software;
- Strong interpersonal skills including tact, ability to deal calmly, courteously and effectively with internal and external constituents; ability to manage conflicts;
- Ability to multitask and must be detailed oriented;
- Must have a strong sense of professionalism, ability to work independently, and in a group;
- Strong organizational skills, including the ability to manage competing priorities and deadlines;
- Demonstrated teamwork skills, team-oriented, and able to build morale and group commitments to goals and objectives.

QUALIFICATIONS

- Master's degree in a relevant discipline;
- Minimum of five years' experience in higher education conducting educational, organizational, or institutional research (e.g., data entry, reporting to state and federal agencies, compilation and dissemination of fact books);
- Experience in successful management of multiple concurrent projects to meet deadlines;
- Demonstrated interest in broadening and deepening expertise in institutional research, evaluation, and outcomes assessment; and
- Proficiency with building and managing databases; website management and software languages for writing database queries.

Submission of Materials:

Materials should be submitted electronically to the attention of the Office of Administrative Services, University of The Bahamas via e-mail at hrapply@ub.edu.bs by October 20, 2017. Send all documents together, including: 1) cover letter describing experience and fit for the position; 2) curriculum vitae; and 3) a UB application form. Note the position in the subject field of the email. Hard copy submissions will not be accepted. A completed [UB Staff Application Form](#). Incomplete files will not be considered.

SALARY SCALE:	Contractual
Reports To:	Vice President, Administrative Services
APPLICATION END DATE:	Until Filled
DATE PUBLISHED:	-----
<p>The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director of Institutional Research.</p> <p>To inquire about this position or nominate applicants, please direct emails to hrapply@ub.edu.bs</p>	