

## **Holy Apostles College and Seminary**

### **Job Title:** Director of Institutional Research

Holy Apostles College and Seminary, a private, not-for-profit college located in Cromwell, CT, offers a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate degree programs in Philosophy, Theology, and Pastoral Studies and a Master of Divinity in the New Evangelization. With under 1,000 students, HACS is looking for a professional who can work in a small campus environment that offers affordable and authentically Catholic academic degree programs.

**Job Summary:** The Director of Institutional Research provides leadership to ensure that accurate, timely and comprehensive institutional information and reports are available to meet HACS's operating, planning, analytic and compliance reporting needs. Reporting directly to the Vice President of Academic Affairs, the director is a key partner for institutional research by creating qualitative and quantitative data and analysis for strategic planning, decision making, and institutional effectiveness. The position accomplishes this through a respectful constructive, and energetic style guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

### **Responsibilities**

1. Collect, analyze, interpret, and report institutional data to provide information to key stakeholders for decision making.
2. Develop and maintain comprehensive institutional research databases and reporting capabilities.
3. Provide data analysis to support and advise the institution in activities such as market research, enrollment projections, retention, survey development and benchmarking.
4. Develop research studies in support HACS's strategic planning, management, academic program review, and accreditation.
5. Help faculty and staff in identifying appropriate data collection for academic program reviews and to ensure dependable, appropriate, and timely use of institutional information

6. Supervise the technical aspect of academic program assessment, including the design of databases, data collection, and analysis of data related to the assessment plan.
7. Oversee the development and data management of graduate exit surveys.
8. Provide data to faculty and staff to support proposals for external funding.
9. Direct preparation and submission of compliance reports to regulatory agencies.
10. All other duties as assigned.

### **Education requirements**

BA degree required; MA degree preferred.

3-5 years of experience with data preparation, analysis, and reporting

### **Qualifications**

1. Strong work ethic; extremely dependable in task completion.
2. Capacity to collaborate productively with multiple stakeholders to address complex data and analysis needs.
3. Proven skills in working with leadership managing cross-organizational projects while demonstrating resourcefulness and sound judgment.
4. Ability to complete multiple projects with tight deadlines.
5. Technical proficiency with excel and academic databases.
6. Proficient with statistical packages and research methods.
7. Excellent oral and written communication skills.

**Type:** Full-time

**Salary:** \$60k-\$70K

**Application due:** Open until filled

**Apply with resume & cover letter to:**

Dr. Lesley DeNardis, Vice President of Academic Affairs, [ldenardis@holyapostles.edu](mailto:ldenardis@holyapostles.edu)