



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Coordinator of Institutional Research

Harris-Stowe State University is seeking a full-time Coordinator of Institutional Research to support its internal/external assessment and University reporting requirements. The position will have primary responsibility for providing accurate institutional data to a variety of internal constituents and external agencies. The successful candidate must be able to perform complex functions for the University, including but not limited to the following:

- Designing and writing sophisticated reports using IBM Cognos, Excel, and Access
- Maintaining organizational data archives
- Developing and/or reinforcing data-collection standards for the University
- Working collaboratively to establish processes, procedures, and best practices for managing and disseminating institutional data
- Participating in or leading committee activities
- Developing executive summaries and recommendations for University leadership
- Participating in the development and distribution of campus surveys
- Consulting with institutional stakeholders and assisting with the interpretation of assessment data
- Maintaining a high degree of confidentiality

Candidates must have a bachelor's degree in computer science, mathematics, or statistics, with a minimum of three years of experience as a data analyst. A master's degree is preferred. Strong written and oral communication skills are required. Proficiency in SQL, SPSS, and the Jenzabar student information platform is highly desired. Candidates with previous experience in IPEDS reporting, developing institutional fact books and creating digital dashboards are preferred. This is a leadership position within the University with the potential for significant growth.

Review of applications and candidate consideration will begin immediately and will continue until position is filled. Salary based on qualifications and experience. Interested candidates should submit a cover letter, desired salary, University employment application, unofficial transcripts and three letters of references to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
FAX (314) 340-3395**

Application for Employment may be downloaded off www.hssu.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER