Job Description

Job Title: Director of Institutional Research  
FLSA Status: Exempt  
Department: Administration  
Reports to: Gillette Community College District President

Job Summary

The Director of Institutional Research at Gillette Community College District will play a crucial role in supporting data informed decision-making, institutional effectiveness, and accreditation compliance. The incumbent will be responsible for collecting, analyzing, and interpreting data to inform leadership on strategic planning, institutional assessment, and continuous improvement initiatives. This position requires collaboration with multiple stakeholders and communication with internal and external partners. The position requires a comprehensive understanding of federal reporting requirements relevant to accredited colleges and a commitment to data governance.

Essential Duties and Responsibilities

Data Collection and Analysis:

• Design and implement data collection processes to ensure the accuracy and integrity of institutional data.  
• Analyze quantitative and qualitative data to support institutional research initiatives, data informed decision making, and assess the effectiveness of academic and student services programs and services.

Federal Reporting Compliance:

• Maintain a working understanding of federal reporting requirements, including those mandated by the U.S. Department of Education and other relevant agencies.  
• Ensure timely and accurate submission of required reports, such as IPEDS, to maintain compliance with accreditation standards.

Institutional Effectiveness:

• Collaborate with academic and administrative departments to develop and implement the academic and co-curricular assessment process.  
• Provide data-driven insights to inform strategic planning, resource allocation, and decision-making processes.  
• Administers institutional surveys and produces actionable reports.
Accreditation Support:

- Assist in the preparation of accreditation reports, ensuring compliance with accreditation standards.
- Collaborate with institutional stakeholders to collect and analyze data for accreditation self-studies and site visits.

Data Governance:

- Develop and implement data governance policies and procedures to ensure the security, privacy, and quality of institutional data.
- Manages the internal data request process.
- Provide training and support to campus stakeholders on data governance principles and best practices.
- Collaborates with college departments to correct data and process issues to ensure effective use of the student information system.

Reporting and Communication:

- Prepare and disseminate regular and ad-hoc reports to support institutional decision-making.
- Communicate research findings and data trends to various stakeholders, including administrators, faculty, staff, and accreditation bodies.

Professional Development:

- Stay informed about emerging trends, best practices, and changes in federal regulations related to institutional research in higher education.
- Engage in professional development activities to enhance skills and knowledge relevant to the field.

Knowledge, Skills, and Abilities Required by the Position:

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with diverse stakeholders.
- Familiarity with data governance principles and practices.
- Proficient in statistical software (e.g., SPSS, R) and data visualization tools.
- Experience with institutional research databases and reporting systems.

Supervisory and Management Responsibility

- None
**Minimum Qualifications:**

- Master's degree in, Education Research, Social Sciences Statistics, Higher Education Administration, or a related field.
- A minimum of 3 years of experience in institutional research or a related field within higher education.
- Demonstrated experience with federal reporting requirements, such as IPEDS, and accreditation processes.
- Experience with descriptive and inferential statistics with proficiency in statistical analysis tools and data visualization techniques.

**Working Conditions/Physical Requirements:**

- Standard office environment.
- Some evenings and weekends.
- Some lifting required.

*Note: This position description is intended to provide an overview of the responsibilities and qualifications for the Institutional Research Professional role at Gillette Community College District. Actual duties and qualifications may vary based on the needs of the institution.*

**HOW TO APPLY:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at [https://gillettecollege.org/careers](https://gillettecollege.org/careers)), contact information for three professional references to [email address] and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrtypeam@gillettecollege.org.

**Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.