



**CONNECTICUT STATE COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
January 30, 2015 (Posting Extended)**

**BOR Institutional Research Accountability Manager**

- Open To: The Public
- Location: 39 Woodland Street, Hartford, CT
- Hours: Full-Time, 40 hours/week
- Minimum Rate: \$86,894 (MC39) in addition to a comprehensive fringe benefits package  
(*Consideration will be given for a higher rate based on experience & training*)
- Closing Date: This posting will remain open until filled. Applicants are encouraged to submit their materials by February 17, 2015**

The Connecticut State College and University System (CSCU) invites candidates who have a comprehensive background in data-collection, data analysis, strategic planning and program assessment in higher education to apply for this challenging opportunity with the Board of Regents System Office.

**DISTINGUISHING CHARACTERISTICS:**

Located in Hartford, CT, this position reports directly to the Director of Policy, Research and Strategic Planning within the Office of Policy, Research and Strategic Planning (OPRSP) and is responsible for system-wide analysis, planning and reporting. The unit houses the state's program manager for the Statewide Longitudinal Data System (P20-WIN – the Preschool through Twenty Workforce Information Network), and the Office provides primary support for the Board's Strategic Planning Committee.

**Essential Duties and Major Accountabilities**

1. Metrics benchmarking data:
  - Collect, record, analyze, and report performance benchmarking data; monitor policy trends in performance measurement; and coordinate with College and University leadership on the collection of relevant data.
  - Leads the development of BOR and Higher Education Coordinating Council Accountability reports;
2. Strategic planning measurement and analysis:
  - Coordinate the provision of campus-level and comparative data to support the planning process.
  - Support the analysis, dissemination, and usage of data for strategic planning, program review, promotion of institutional best practices, and other projects utilizing information from governmental reporting, third-party sources, and institutional data exchanges;
3. Develop and run standard cyclical reports from various College/University data sources for financial and academic purposes;
4. Develop systems which harvest and manipulate information from the Enterprise System and Data Warehouses to facilitate various processes and activities;

5. Perform advanced data analysis to identify trends, produce summary reports and make projections;
6. Make presentations to users and peers about data analysis, trends, and methods;
7. Serve as the BOR's IPEDS Coordinator; monitoring the constituent units' completion of reports required by the Integrated Postsecondary Education Data System (IPEDS) of the National Center for Education Statistics (NCES), which includes data on enrollments, completions, finance, staffing, and other topics;
8. Reviews, audits, and verifies accuracy of institutional data.

### **Qualifications**

Master's degree and five years' experience in higher education institutional research evidencing mastery of research, as well as quantitative and qualitative analysis required. Considerable ability to conduct longitudinal / trend analyses and outcome effectiveness studies. Demonstrated ability to multi-task as needed, consistently meet deadlines and manage time well. Demonstrated professional level of attention to detail and accuracy of work. Proven ability to interact effectively with collaborators and project partners to identify research opportunities and to evaluate the policy implications of findings. Demonstrated ability and desire to develop strong working relationships with institutional researchers for the CSCU institutions. Superior oral and written communication skills and exceptional interpersonal skills. Facility with SPSS, Microsoft Office Suite (i.e., Excel, PowerPoint, etc.) and Banner required. Doctorate preferred.

### **Application Procedure**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu). Applicants are encouraged to submit their materials by **February 17, 2015**. Please reference "Search #14-025" on the subject line of all emails and submit the following two (2) attachments with your email:

- (1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

**Incomplete application packages may be discarded.**

**Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions.**

### **Notice of Nondiscrimination:**

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie G. Dunn, Interim Vice President for Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253, or by email at [DunnL@ct.edu](mailto:DunnL@ct.edu).

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*