New Mexico Highlands University (NMHU) is seeking an experienced and dynamic leader to join a committed and vibrant team of administrators, faculty, and staff who are making a difference in the lives of college students at an historic New Mexico University. The Director reports to the Provost and Vice President for Academic Affairs and serves as a strategic partner providing leadership, guidance, and data-based recommendations to support university leaders in achieving the highest level of institutional effectiveness and evidence-based decision making grounded in solid institutional data and analysis. The Director of Institutional Effectiveness serves as a key member of the university's administration leading the institution's data collection and analysis, assessment and evaluation as well as identifying trends to inspire innovation and help inform strategic decisions across the university. The Director also collaborates with faculty and staff on the assessment of University student learning outcomes and preparation of required accreditation letters, reports, and arguments.

NMHU is an open admissions university with over 70% Hispanic, Native American, or African American students and nearly 40% studying at the master’s degree level. Federally recognized as a Hispanic Serving Institution (HSI), the university is committed to student success and improved retention and graduation rates. NMHU serves approximately 2,200 undergraduate and graduate students at the main campus in Las Vegas, NM (one hour northeast of Santa Fe) and another 1,300 students at centers in Rio Rancho, Albuquerque, Santa Fe, Farmington, and online. The university enrolls students from 42 states, 19 tribes, and 35 foreign countries.

Las Vegas, NM is a small community rich in diversity, history, and educational opportunities, with Luna Community College and the United World College nearby. Las Vegas has over 900 buildings on the National Register of Historic Places, and offers outstanding access to parks, skiing, hiking, fly fishing, and other outdoor recreation opportunities.

For a complete job description, see below

**MINIMUM JOB REQUIREMENTS:**

**Education:** Master’s degree in data analytics, research methods, statistics, or a related field.  
Preferred: A doctorate degree in any field.

**Experience:** Five years of successful and progressively responsible institutional research and supervisory experience with a proven record of reviewing and improving business processes and institutional capabilities. Requires knowledge and experience writing reports for regional accrediting bodies and other federal, state, and other compliance agencies. Also requires deep operational expertise in key institutional research competencies, including; reporting, data management and qualitative and quantitative research design and analysis, statistical software applications and integrated higher education management technologies.

**Minimum Salary:** Commensurate with experience

**Applications:** Interested applicants should submit a cover letter addressing how the candidate's experiences match the position requirements; curriculum vitae; unofficial transcripts, and the names,
titles, email addresses, and phone numbers of three (3) professional references. Official transcripts will need to be provided at the time of on-campus interviews.

All submissions should be sent electronically (MS Word or PDF format preferred). Reference contacts will occur later in the search process and only with prior notification to candidates.

A review of applications will begin immediately and the position will be open until filled. Review of applicants will begin **October 23, 2017** with an anticipated start date of **January 1, 2018**.

New Mexico Highlands University
Human Resources
Application materials may be sent via email to: jobs@nmhu.edu
For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

NMHU IS AN EQUAL OPPORTUNITY EMPLOYER
New Mexico Highlands University
JOB DESCRIPTION

Position Title: Director of Institutional Effectiveness and Research

Salary Grade: 18

Department: Office of Academic Affairs

Minimum Salary: $62,800, commensurate with experience

Job Type: Full-Time/12 months

Reports to: Provost/Vice President for Academic Affairs or designee

FLSA: Exempt

SUMMARY: The Director serves as a strategic partner providing leadership, guidance, and data-based recommendations to support university leaders in achieving the highest level of institutional effectiveness and evidence-based decision making grounded in solid institutional data and analysis. The Director of Institutional Effectiveness serves as a key member of the university's administration leading the institution's data collection and analysis, assessment and evaluation as well as identifying trends to inspire innovation and help inform strategic decisions across the university. The Director also collaborates with faculty and staff on the assessment of University student learning outcomes and preparation of required accreditation letters, reports, and arguments.

DUTIES AND RESPONSIBILITIES:
• Provides leadership, guidance, and recommendations to support university leaders in achieving the highest level of institutional effectiveness and evidence-based decision making grounded in solid institutional data and analysis.
• Develop written reports for regional accreditation agency and other reports at the federal, state, and local levels.
• Utilize data querying/mining, predictive modeling and other forms of analysis to enhance university-wide knowledge and decision-making.
• Provides information, analytic support, and recommendations to the University’s academic and administrative decision makers to facilitate strategic planning, policy-making, resource allocations, enrollment projects, and other processes requiring sound strategic analysis.
• Coordinate across the administrative staff to ensure that all appropriate federal and state regulatory and accreditation reports, reviews and information (e.g., Integrated Postsecondary Education Data System, Higher Learning Commission, NM Legislative Finance Committee, Clearinghouse, Fiscal Operations Report and Application to Participate, etc.) are accurate and submitted within required time frames.
• Supervise institutional research staff.
• Oversee the research, compilation, verification, and analysis of statistical data on the institution, including the NMHU Factbook, College Board, and the Faculty Productivity Survey.
• Support the data collection and reporting of Administration Dashboard Data to the Board of Regents.
• Collaborate with other university data stewards to ensure common data standards/practices and the highest levels of data integrity across the institution.
• Safeguard that institutional data collection, reporting and analysis processes are reliable, valid and
• Function as a clearinghouse for institutional surveys. Includes collecting, interpreting, analyzing and presenting the results and making recommendations based on results.
• Assist divisions and departments with assessment of student learning outcomes and institutional effectiveness. The latter may include but is not limited to analyzing performance in terms of schedule, effectiveness, efficiency and stakeholder expectations.
• Assist in identifying and sharing lessons learned and best-practice across institutional division and departments.
• Establish relationships and interact with peers in the field of institutional research within the State of New Mexico
• Determine future information requirements, especially for institutional planning, research, assessment, strategic planning, and reporting activities

As a member of the Highland’s community, you are also responsible for:
• Leading the Higher Learning Commission report.
• Leading the reporting and updating of NA-SARA.
• Demonstrating a commitment to the university’s mission, vision, core values of excellence, diversity, accessibility, and responsiveness, and strategic goals.
• Understanding that as a staff member of NM Highlands University, you are considered a Responsible Employee under Title IX, and are expected to fulfill the responsibilities as such.
• Contributing to the overall success of your department and the university by performing other duties and responsibilities as assigned.

MINIMUM JOB REQUIREMENTS:
Education: Master’s degree in data analytics, research methods, statistics, educational research, or 5 years of experience in institutional research.
Preferred: A doctorate degree in any field.

Experience: Five years of successful and progressively responsible institutional research experience with a proven record of reviewing and improving business processes and institutional capabilities as well as supervisory experience. Also requires deep operational expertise in key institutional research competencies, including: reporting, data management and qualitative and quantitative research design and analysis, statistical software applications and integrated higher education management technologies.

KNOWLEDGE, SKILLS AND ABILITIES:
• Skilled at using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
• Skilled in the use of statistical software platforms and integrated higher education management technologies in retrieving, establishing, and analyzing data.
• Deep operational expertise in key institutional research competencies, including: reporting, data management and qualitative and quantitative research design and analysis.
• Skilled at active listening, giving full attention to what other people are saying, taking time to understand the points being made.
• Ability to use the appropriate mathematical methods or formulas to solve problems; Skilled at inductive reasoning, the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
• Skilled at written and verbal communication, including formal presentation to groups.
• Ability to set priorities and advocate team concepts; work corroboratively with faculty and staff.
Ability to report findings succinctly in understandable narrative, dashboards, graphs, tables and/or charts

Knowledge and understanding of trends and issues in higher educations and familiarity with curricular and institutional assessment.

Ability to provide accurate analysis and reporting is essential.

Ability to effectively lead subordinate staff.

**PHYSICAL DEMANDS:**

- Limited exposure to physical risk.
- Limited physical effort required.

**WORKING ENVIRONMENT:**

- Work is normally performed in a typical interior/office work environment.

**APPLICATIONS:**

Interested applicants should submit a cover letter addressing how the candidate’s experiences match the position requirements; curriculum vitae; unofficial transcripts, and the names, titles, email addresses, and phone numbers of three (3) professional references. Official transcripts will need to be provided at the time of on-campus interviews. Applications must be submitted electronically in MS Word or PDF format. Reference contacts will occur later in the search process and only with prior notification to candidates.

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