The Center for Institutional Effectiveness (CIE) at Virginia Commonwealth University (VCU) invites applicants for the position of Assistant Director. It is an exciting time to be at VCU and a great opportunity to join the CIE team. VCU is a major public research university with a nationally acclaimed academic medical center and enrolling more than 31,000 students. We are looking for talented and energetic individuals who can help us reach for new heights in supporting the decision-making and analytic needs of the University. We welcome individuals with diverse experiences and backgrounds who will contribute to an already diverse community of faculty, staff, and students.

The core responsibility for the Assistant Director will be to support University level reporting and data needs. This is a 12-month, professional faculty appointment reporting to the Assistant Vice Provost for the Center for Institutional Effectiveness. The primary duties of this position include day-to-day supervision of research analysts; data extraction, manipulation, analysis, and interpretation of results to prepare institutional responses to external/internal queries; ensuring high quality of information for decision-makers; designing, executing, analyzing, and communication results of analytic studies; serving as IPEDS coordinator; providing support for the design and implementation of a university-level score card and dashboards; preparing or assisting in the preparation and/or presentation of formal research reports; collaborating with data governance staff and IT to support business intelligence projects; work with institutional committees/staff to coordinate work and provide technical information; facilitate/coordinate work among the IR analysts to solve data issues, resolve problems, understand data needs, and build community.

**Required Qualifications:** The ideal candidate will have a Masters degree with a major in statistics, mathematics, economics, sociology or other quantitative social sciences discipline, or the equivalent in training and work experience that equates to an advance degree; significant hands-on experience extracting, analyzing, and interpreting data from a university information system (e.g. experience in an enterprise resource planning system like Banner, PeopleSoft, Datatel, etc.); extensive experience and facility with reporting and statistical software to produce high quality results and analysis, preferably SAS; subject matter expertise in more than one data domain (e.g. admissions, enrollment, financial aid, employee, finance, development, sponsored funds, etc.); experience submitting state or IPEDS data and using IPEDS data for benchmarking; knowledge of national higher education data sources and data sets; extensive experience (3-5 years) with statistical software (SAS, SPSS, etc.); proven ability in retrieving, manipulating, and analyzing data; strong project management and organizational skills; excellent interpersonal communication, written and oral communication skills; demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a faculty member at VCU; demonstrated commitment to equity, diversity, and inclusiveness among faculty, staff and students; and proficiency in working with spreadsheet and word processing applications and presentation software.
Preferred: 3-5 years experience in an Institutional Research Office; experience in higher education or state government; knowledge of business intelligence and data warehousing practices; supervisory experience.

Application Process: Applicants should submit a resume and a list of three references to: Assistant Director position, Center for Institutional Effectiveness, Virginia Commonwealth University, Box 842527, Richmond, VA 23284-2527, Attention: ______ (materials may also be submitted electronically to ______ at ______@vcu.edu). Review of applications will start immediately and the position will remain open until filled.

“Virginia Commonwealth University is an equal opportunity, affirmative action university providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran’s status, political affiliation or disability.”