

Position Profile

Director of Institutional Research

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Prepared by:
Summit Search Solutions, Inc.



ABOUT STATE COLLEGE OF FLORIDA

Established in 1957, State College of Florida (SCF) is an integral part of the community and a vital resource for students and their families in Manatee, Sarasota, and surrounding counties. SCF is the region's first and largest public college, serving 11,000 college credit students annually at campuses in Bradenton, Lakewood Ranch, Venice, and via online classes. Another 14,000 participants annually attend professional development and personal enrichment classes.

Formerly known as Manatee Junior College/Manatee Community College, SCF has expanded its mission to include workforce baccalaureate degrees while continuing to focus on highly respected associate degrees that prepare graduates for university transfer and professional careers. SCF offers a complete college experience that includes athletics, more than 40 student clubs and organizations, honors programs, and student-centered academics. SCF's flagship programs in health sciences are supported by state-of-the-art technology including patient simulators, electronic medical records, drug recognition system, and medication-dispensing devices.

Consistent with the mission to provide quality learning to people of all ages through noncredit continuing education, community services and some credit-related activities, SCF's Corporate and Community Development Division offers year-round noncredit classes in workforce training, small business development, professional development, personal enrichment and driving safety through workshops, seminars, online classes, and on-site training programs at area businesses.

Broadening the continuum of education, State College of Florida Collegiate School (SCFCS) opened in the fall of 2010. This tuition-free, sixth- through twelfth-grade public charter school is an innovative model influenced by the Swedish international school, which nurtures motivation and independence, ensuring student success while guiding students toward higher education. Every year since its opening, the SCFCS has been graded an "A" school by the Florida Department of Education and the program has been recognized by US News & World Report with a bronze ranking for Best High Schools. SCFCS provides students with the opportunity to graduate simultaneously with a high school diploma and associate college degree. An additional campus, SCFCS-Venice is currently recruiting juniors for the fall of 2020 and will ultimately serve as a full 9th – 12th high school.

State College of Florida is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate and baccalaureate degrees. The College is a member of the Association of Florida Colleges, the American Association of Community Colleges and the Florida Association of Colleges and Universities.

Location: Bradenton, Florida



THE OPPORTUNITY

Under the direction of the Dean for Academic Quality, Assessment, and Analytics, the Director of Institutional Research is responsible for the supervision and direction of data quality, data standards, and institutional research across the College. The Director of Institutional Research advances the College's culture of evidence, expands data-driven decision-making, and develops and/or maintains programs, and documentation, to ensure the timely and accurate delivery of data, analysis, and information.

The Director of Institutional Research provides supervision and oversight to the Institutional Research Department and collaborates with other areas across the College, supporting cross-functional teams and other stakeholders in the measurement of program quality, data analysis, and continuous improvement initiatives.

Essential Duties/Responsibilities:

- Maintains and strengthens data quality and integrity by implementing and developing standardized processes, procedures, and protocols, in conjunction with the Information Technology Department.
- Collaborates with other College departments, including but not limited to academic affairs, enrollment management, student success, and business and finance, to ensure timely collection and analysis of data, and the dissemination of information to support College-wide priorities, strategic initiatives, and decision-making.
- Works with the Dean for Academic Quality, Assessment, and Analytics in support of accreditation; re-affirmation; Quality Enhancement Plan (QEP); approval of associate degree, bachelor's degree and certificate proposals; and level change and substantive change communications with accrediting agencies.
- Supports program review by supplying related data and reports and warehousing the program review related data and reports generated by departments and divisions.
- Ensures the timely processing of ad hoc requests for data and analysis from internal users.
- Manages business intelligence and data analytics capabilities, including predictive analytics in conjunction with other College departments.
- Develops and maintains the warehousing of data.
- Documents and centrally stores research production and programming files using agreed-upon naming conventions.
- Oversees the generation of dashboards and targeted reports to inform and assess progress toward College goals. Provides status reports to the Dean for Academic Quality, Assessment, and Analytics identifying issues and concerns related to accountability measures.
- Maintains data and information that is publicly presented, such as Fact Books, on the College website, and/or on the employee portal.
- Chairs the College's Institutional Review Board (IRB).
- Oversees, plans, develops, and monitors surveys including in-house (e.g., graduating students) and national survey administrations (e.g., CSSEE, SENSE, Ruffalo Noel-Levitz, etc.), and compiles results.
- Provides necessary input, evaluation, and data to support grant proposals.
- Manages the annual budget required to implement institutional research programs and services.
- Engages actively in professional development relevant to the performance of essential duties of the position.
- Other duties as assigned.

Required Qualifications:

- Master's Degree from a regionally accredited university.
- At least five years of directly related experience in higher education.
- At least three years of direct supervisory experience with a demonstrated ability to plan, assign, and oversee the work of others.
- Skills in conducting qualitative and quantitative research.
- Knowledge of research methods, principles, and techniques.
- Knowledge of program evaluation and assessment of educational and student learning outcomes.
- Experience in project management and report writing.
- Ability to plan, organize, and oversee research and evaluate and interpret research data.
- Skills in using computers, statistical tools and programs with a solid working knowledge of word processing, spreadsheets, database, e-mail, and reports retrieval software.
- Ability to use statistical analysis, data extraction, manipulation and communication tools. Experience with statistical software. (e.g., SAS, SPSS, etc.) and data mining software (e.g., Rapid Miner, etc.).

Preferred Qualifications:

- An earned doctorate from a regionally accredited university.
- Experience with accreditation reporting in a higher education environment.
- Experience with Banner.





THE PRIDE IN EXCELLENCE INITIATIVE

Pride in Excellence is SCF's initiative to create a culture of service excellence. All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

RESPECTFUL

- Act in a courteous manner
- Actively listen to gain full understanding
- Demonstrate awareness of “everything speaks”
- Show empathy and caring

RESPONSIVE

- Approach people in an inviting and pleasing manner
- Take ownership of actions and decisions
- Plan, anticipate, and be forward thinking
- Answer and return phone calls and emails
- Use proper communication etiquette
- Banish the phrase “not my job”
- Provide assistance to all inquiries and follow through

ACCURATE

- Do it right the first time
- Be knowledgeable of product and how it interfaces with others
- Ask probing questions
- Use resources effectively and efficiently

COLLABORATIVE

- Participate in teams
- Develop team skill sets
- Learn available resources to be responsive to your constituents
- Develop internal and/or external connections

INQUIRIES, NOMINATIONS, AND APPLICATIONS

Confidential review of applications will begin immediately and continue through **October 18, 2019**. Applications submitted after that date will be reviewed on an as-needed basis. Click here to apply and be sure to attach your resume and cover letter, please. To apply online: <https://theapplicantmanager.com/jobs?pos=su166>

For more information or to offer recommendations or nominations:

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State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207

All college searches are subject to compliance with Florida's Public Records Law and all documents submitted become the property of the college.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.





All photos courtesy of VisitSarasota.com

BRADENTON & SARASOTA

Bradenton, perfectly situated between the Gulf of Mexico and the Manatee River, is the county seat and largest city within Manatee County. The city enjoys an exceptional year-round climate and a low cost of living. The natural beauty of the surrounding area will delight outdoor enthusiasts. If you are interested in history, you can travel along Hernando DeSoto's original expedition route or learn more about the area's heritage at museums and historical parks. Along the shores of the mainland and barrier islands you can enjoy outdoor dining at its finest, go boating in crystal-clear waters, or surf the waves off Anna Maria Island while strolling along the piers for relaxing exercise. Cultural initiatives abound: live theater, a vibrant arts district, as well as ballet and concerts are also on offer.



Manatee County and the surrounding region are teeming with opportunities for the sports enthusiast. The Pittsburgh Pirates spring training is held in Bradenton, the Baltimore Orioles train in Sarasota and the Atlanta Braves spring training is held in North Port. The Tampa Bay Buccaneers, Tampa Bay Lightning, and Tampa Bay Rays are all located a short distance away.



County-wide festivals including the Manatee County Fair, Cortez Seafood Festival, and the Hernando DeSoto Historical Parade provide fun-filled opportunities for the community to come together.

Sarasota is a cultural hub, featuring sunsets, sailboats, a beautiful bay to the west and a bustling downtown to the east. Sarasota delights visitors, the wider regional community, and its chic downtown residents with its accessibility and charm. Foodies and downtown office workers alike choose from BBQ, Vietnamese, Italian, French, Mexican, vegan, sports bars, seafood, and cafés for their dining options. Those seeking entertainment find seats at one of several live theaters, cinemas, or music venues and the shopping options are seemingly limitless. The city of Sarasota really has it all: an eccentric arts center, a traditional performance venue, a flourishing business and finance network, extensive shopping options, and a vibrant night-life scene.



<http://www.cityofbradenton.com/>, <http://www.realizebradenton.com/riverwalk>
<http://www.manatee-chamber.com/living-and-working-in-manatee-county.aspx>
<http://www.sarasota-chamber.com/>