



Northeast
Wisconsin Technical College
Your Community College
POSITION ANNOUNCEMENT

Job Order 600446
July 22, 2010

Institutional Researcher

Other Related Professional, Faculty Association
Exempt position

LOCATION: Green Bay Campus with District wide responsibilities

HOURS: Monday – Friday, 8:00 am-5:00 pm. Must have flexibility to work alternate hours/days as needed to meet customer needs.

POSITION REPORTS TO: Director of Planning and Development

SALARY: Salary is \$65,991 (10-11 rates). Salary progression is at 90% for first year, 95% for second year and full salary at start of third year.

Required ***online*** application available on website: www.nwtc.edu

E-mail address: hr@nwtc.edu

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. Please note, **INTERNAL** applications received prior to 4:00 pm on Thursday, July 29, 2010, may be given first consideration. All postings are considered current and available until removed from the website. Anticipated start date is September 13, 2010.

This position is customer-focused and will require flexible scheduling and/or delivery to meet customer needs.

GENERAL QUALIFICATIONS

- ◆ Master's Degree in Social Science. Documented proficiency of social science research methodologies and statistics and a minimum of four years directly related experience in conducting applied educational and institutional research
- ◆ Strong analytical and strategic thinking skills
- ◆ Solid experience using statistical software such as SPSS
- ◆ Ability to work collaboratively and independently in a fast-paced academic environment and relate to a wide diversity of faculty, staff and students
- ◆ Skills in survey design
- ◆ Demonstrated skill in developing oral and written presentations and reports
- ◆ Demonstrable expertise in Microsoft Office applications
- ◆ Experience with enterprise software, especially PeopleSoft
- ◆ Demonstrated skill in scheduling, prioritizing, and finalizing activities to meet deadlines
- ◆ Excellent communication and team skills

GENERAL DUTIES AND RESPONSIBILITIES

- ◆ Conduct applied educational research that produces accurate, useful, and timely information for distribution to internal and external customers
- ◆ Collect, manage, and analyze data from all sectors of the college to support institutional research related to student success

- ◆ Conduct, manage, and analyze data with the purpose of introducing successfully productivity improvements, both in learning and general operations
- ◆ Identify and analyze factors external to the college that affect student success and college operations
- ◆ Keep current on best practices identified through research and evaluations conducted by other colleges and researchers
- ◆ Design and conduct research studies to enable faculty and staff to assess the efficacy of pilot projects relating to student success
- ◆ Collaborate with IIT staff to establish a robust flow of data-based information relating to student success
- ◆ Translate data into usable information for the college community. Present findings in various formats such as presentations and succinct written reports
- ◆ Support faculty and staff, including Dream Catchers Team, to define the right measures for desired outcomes
- ◆ Design and administer surveys to measure both the effectiveness and student perceptions of student success activities
- ◆ Compile and publish cohort, longitudinal and comparative data relating to student outcomes
- ◆ Provide guidance and data to competitive grant team relating to student success data and project evaluation
- ◆ Report to the Director of Planning and Development with an understanding of direct responsibility for assignments and support to the College President
- ◆ Active member of Dream Catchers and College Advancement Teams and other appropriate teams and workgroups.
- ◆ Participate in an institutional research professional organization and the WTCS Institutional Research Team.
- ◆ Keep current on best research practices, including research instruments
- ◆ Other assignments relating to institutional research and student success

PHYSICAL DEMANDS: (The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) While performing the duties of this job, the employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports and files. The employee will be constantly required to sit, talk, hear, and type/write. The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms. The employee must occasionally bend or squat and lift and/or push up to 10 pounds of general office items. Specific vision abilities required by this job include close, far, and field of vision. This position requires regular and punctual employee presence.

[CURRENT NWTC EMPLOYEES APPLY HERE](#)

[EXTERNAL CANDIDATES APPLY HERE](#)

All application materials are only accepted online: resumes, cover letters, transcripts, etc., must be attached to the application at the time of submission. **You are unable to go back after an application is submitted to add, delete or change any information**, other than address, phone number, and e-mail.

EOE-Committed to the diversity of faculty, staff and students