



Institutional Research (IR) Manager

Title: Institutional Research Manager
Department: Office of the VP for Academic Affairs (Provost)
Supervisor: VP for Academic Affairs
Status/Type: Full-time / Administrative / Exempt – 12 months

Position Summary: Under administrative direction of the VPAA, the IR Manager is responsible for the management of the university's institutional research and data reporting program, providing leadership in the conduction of analytical studies related to campus operations, activities and program development, as assigned.

Required Qualifications:

1. Bachelor's degree in information systems, educational research, or related field.
2. Minimum of 3 years in full-time experience in a business/academic setting performing data analysis, manipulation, reporting, or institutional research activities.
3. Experience in reading, preparing, and presenting reports, including graphic and narrative formats.
4. Extensive knowledge of Microsoft Office, analytic and business reporting spreadsheets and relational databases such as Crystal Reports.
5. Working knowledge of educational reporting systems such as Integrated Postsecondary Education Data Systems (IPEDS) and accreditation reporting processes.
6. Working understanding of
7. Ability to clearly communicate timely, comprehensive, and relevant information and analysis to academic leaders, administrators, and decision makers.
8. Excellent oral, electronic and written communication skills.
9. Detail-orientated work style, including ability to meet deadlines.
10. Ability to take direction and work independently.
11. Problem-solving aptitude and initiative.
12. Ability to maintain strict confidentiality.

Desired Qualifications:

1. Master's degree in information systems, educational research, or related field.
2. Experience working with the EMPOWER student information system.
3. Experience with quantitative and qualitative research methodologies.

Essential Responsibilities:

1. Build an Office of IR using a matrix model designed to integrate IR across campus.
 - a. Assist and train personnel across the university in the use and interpretation of data thereby enhancing a culture of data-informed decision-making.
 - b. Provide professional development for key university personnel in the area of data collection, analysis, and reporting.
2. Chair the IR Committee and work closely with the Assessment Committee to set university standards related to data collection, data stewardship, and data integrity.
3. Design and oversee the collection of meaningful, appropriate and accurate data, its analysis and interpretation, and dissemination of reports, proposals and recommendations necessary for the decision-making needs of the university.

4. Provide leadership in the design, implementation, and analysis of employee and student satisfaction surveys, campus climate and community surveys.
5. Extract, combine and/or compare data as needed to produce ad hoc and scheduled reports for decision-making support, independently and as requested.
6. Coordinate data collection and reporting activities associated with alumni and advancement relations.
7. Coordinate and prepare university responses to official reports and surveys from external, state and federal agencies and organizations.
 - a. Serve as the IPEDS Keyholder and HLC Data Update Coordinator for the university.
 - b. Update institutional contact information regularly and provide notification of report due dates to contributors.
 - c. Monitor progress of report completion to ensure adherence to report due dates.
 - d. Review data provided and notify supervisor(s) of any questionable data.
8. Attend at least one professional development conference related to IR per year, including IPEDS training.
9. Member of the Institutional Planning Council.
10. Work collegially and professionally with students, employees, and external constituents.
11. Support institutional identity and mission of Finlandia University as “a learning community dedicated to academic excellence, spiritual growth, and service”.
12. Other tasks and duties as assigned.

Application Procedure:

Qualified applicants should submit a cover letter and resume by email to:

Fredi de Yampert
Vice President for Academic Affairs
Finlandia University
601 Quincy Ave.
Hancock, MI 49930
fredi.deyampert@finlandia.edu

Applications will be accepted until position is filled.

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Alyson DeLandsheer
Human Resources Manager/Title IX Coordinator
(906) 487-7339
alyson.delandsheer@finlandia.edu