

## POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia. The position may be based at the Higher Education Policy Commission's offices in Charleston, WV; Eastern West Virginia Community and Technical College in Moorefield, WV; Mountwest Community and Technical College in Huntington, WV; or Pierpont Community and Technical College in Fairmont, WV. **The position also offers the option of remote work along with opportunities for advanced training and professional development.** Remote work arrangements are considered on a case-by-case basis.

**Position Title:** Institutional Research and Reporting Specialist

**Classification:** Full Time, Non-Classified, Exempt, Benefits-Eligible

**Date:** November 24, 2020

---

**Overview:** Reports to the Senior Director of Research and Policy. Works collaboratively with central office staff and the executive leadership teams of three institutions to support data-driven decision making at the agency and campus levels by producing executive summaries, research reports and interactive data tools for both technical and non-technical audiences. The position also collaborates with campus institutional research teams to identify data and technical support needs and provides appropriate support and training to improve access to data at the campus level.

### **Duties and Responsibilities:**

**Identifies Data Needs and Promotes Data Literacy:** Participates virtually in campus executive leadership team meetings to determine information needs; Collaborates with IR teams and other campus constituencies to determine relevant data to support campus decision making; Promotes data awareness and availability to support decisions at the institutional and agency level.

**Accesses and Analyzes Data:** Performs various research tasks including data retrieval/collection, tracking, analysis and interpretation, and reporting on special institutional research/analysis projects. Identifies trends, opportunities and concerns. Conducts general research (descriptive and inferential statistics, survey, etc.) on topics related to student access and success as well as institution effectiveness and presents findings to stakeholders. Designs and maintains interactive data dashboards. Writes narrative reports and creates original charts, graphs, and tables utilizing graphics, spreadsheets, and word processing software.

### **Required Knowledge, Skills, and Abilities:**

Excellent analytical, interpersonal, communication and writing skills; highly organized and detail oriented; ability to work collaboratively and productively in a team environment; knowledge of research design and data analysis; knowledge of best practices in institutional research and operationalizing data to inform decision making; intermediate statistics proficiency; and willingness and ability to learn and use analytical and reporting tools such as Tableau, Argos, SAS and SPSS are required.

Experience with Ellucian's Banner enterprise resource planning system and Degree Works; knowledge of state and federal student data privacy and security laws such as FERPA and GLBA; and knowledge of SQL and/or PL/SQL are preferred.

**Minimum education and experience Requirements:**

A Master's degree in computer science, data processing, research methods or a related field is required. However, a minimum of a bachelor's degree in one of the named disciplines with any combination of relevant education, training, certification and/or experience that provides equivalent knowledge, skill and ability of an earned Master's degree will be accepted.

A minimum of three years of institutional research or related experience is required.

**Salary:** Competitive salary.

**Closing date:** Applications will be accepted until position is filled.

**Application process:** Qualified candidates must submit a letter of interest, a current resume, a professional writing sample, and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with "Institutional Research and Reporting Specialist" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu).

**Equal Opportunity/Affirmative Action Employer/Veterans/Disabled**

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.*