



Position Description Director of Research

Title: Director of Research
FLSA: Exempt

Duties and Responsibilities

The Director reports to the President and supports the research agenda of the Georgia Independent College Association (GICA) and other sister associations as appropriate. The primary responsibilities of this position include collecting and managing institutional data, data analysis, data interpretation and data presentation.

Responsibilities:

- Foster supportive, collaborative relationships with institutional researchers at GICA member campuses
- Keep abreast of state and national trends and studies in higher education
- Provide data analysis (includes retrieving, analyzing, and presenting information and research) about GICA member institutions
- Manage all survey instruments of the Association
- Provide statistical and analytical support for a variety of research projects
- Assist the President with research studies relating to Georgia independent higher education
- Work with appropriate state and national associations and agencies on research projects which include, but are not limited to: NAICU, SNIN, AIR, SAIR, GAIRPAQ, and GA Student Finance Commission.
- Manage the web-based advocacy portal
- Provide research related to member campuses, as appropriate
- Oversee the GA-AWARDS (state longitudinal data system) project to ensure a good working partnership with State on data collection, submission and usage
- Represent GICA's research agenda on the state-level GA-AWARDS Research Committee
- Expand the research outputs from the GA-AWARDS program (dashboards, Geo-coding, etc.)
- Identify, design and produce for publication pertinent data points to advance the private, not-for-profit sector
- 10%-25% of work week in 2019 is to be allocated for similar work outsourced to sister associations
- Serve as IPEDS key holder for private college sector in Georgia
- Provide research support to President, as needed
- Other duties as assigned

Qualifications:

The successful candidate for this position will hold a master's degree in an appropriate field or have significant education/experience with a major emphasis on statistical, quantitative, and qualitative analysis. Previous experience in education or higher education a plus. Excellent organizational and analytical skills required. Successful candidate should have experience using software packages to extract data, and should be proficient in MS Excel, MS Word, and Excel Pivot. It is preferred that the candidate also have experience using MS Power BI, Adobe InDesign and Geocodio. Awareness of and proficiency with national datasets, including the Integrated Postsecondary Education Data Systems (IPEDS) is preferred.

Work Environment/Physical Demands:

Normal office environment, typically sitting at desk, use of office equipment, walking or standing. Ability to lift approximately 30 pounds and carry for up to 20 feet required. Travel away from the office to an event and the need for occasional overnight travel is be required. Some limited driving may be needed. Ability to access stored documents and office supplies weighing up to 20 pounds requiring use of step ladder up to three feet long required.

Application Process:

Interested, qualified individuals should submit a cover memo speaking to the candidate's qualifications and a current resume to humanresources@georgiacolleges.org. The position is open May 1 or until filled.

This job profile is intended to be generic in nature. It is not intended to specify all duties and responsibility of any particular position. Additional job functions and the need to work a flexible work schedule may vary based on specific requirements of an event or task.