

POSITION VACANCY

Director of Institutional Research

Position Summary:

Reporting directly to the President, the Director of Institutional Research provides strategic leadership and coordination of the College's institutional research function. The Director of Institutional Research plays a critical role in helping the College understand itself, tell its story, and make informed decisions that drive its future. This role works collaboratively across all functional areas to promote a culture of continuous improvement, data-informed decision-making, and assessment-driven planning in support of the College's mission and vision.

The Director applies advanced qualitative and quantitative research methodologies to support institutional assessment, planning, and effectiveness. This position requires strong analytical skills, exceptional attention to detail, and a commitment to data accuracy, integrity, and ethical stewardship. The Director is responsible for managing sensitive and FERPA-protected information with the highest level of confidentiality and professionalism.

Key Responsibilities:

- Serve as the College's central resource for institutional data, partnering with key offices including the Registrar, Financial Aid, Admissions, Academic Affairs, Student Affairs, and Business Services to ensure data accuracy, accessibility, consistency, and integrity.
- Lead the collection, analysis, interpretation, and dissemination of institutional data to support strategic planning, policy and program development, and operational decision-making.
- Translate complex data into clear, actionable insights for a variety of audiences, supporting a culture of evidence-informed decision-making across the institution.
- Oversee the preparation and submission of all required external reports, including IPEDS, the Common Data Set, student achievement reporting, guidebook surveys, and accreditation-related documentation.
- Monitor and interpret changes in federal, state, and accreditation requirements (including MSCHE), ensuring institutional compliance and readiness.
- Design, administer, and manage a comprehensive cycle of institutional surveys to assess effectiveness and support continuous improvement initiatives.
- Serve as a strategic partner in advancing student success by analyzing, integrating, and translating data related to retention, persistence, academic performance, student engagement, satisfaction, and belonging.

- Collaborate closely with Student Affairs, Academic Affairs, and enrollment leadership to identify patterns and trends across student experiences, examine outcomes among different student groups, and highlight areas of opportunity—informing the design, targeting, and continuous improvement of interventions that enhance student success and sense of belonging.
- Partner with faculty and the Office of Academic Affairs to design and develop new academic programs by providing market analysis and research for outcomes.
- Assist faculty and staff in identifying and applying for grants to support academic programs, student-support initiatives, and scholarly research by faculty and students.

Qualifications:

- Master's degree in educational research, higher education, behavioral or social sciences, or a closely related field required; doctoral degree preferred.
- Minimum of five (5) years of progressively responsible experience in institutional research, effectiveness, assessment, or related functions within higher education. Equivalent combinations of education and significant, relevant professional experience may be considered.
- Demonstrated expertise in data analysis, statistical methods, and the use of data to inform planning and decision-making.
- Experience with accreditation processes, particularly Middle States Commission on Higher Education (MSCHE), and familiarity with IPEDS reporting required; experience with specialized accreditors (e.g., CCNE, NASM) is a plus.
- Proficiency in Microsoft Office Suite required; experience with enterprise systems (e.g., Jenzabar) and data tools such as SQL or similar query languages preferred.
- Strong written and verbal communication skills, with the ability to present complex data clearly to diverse audiences.

Please email cover letter, curriculum vitae or resume, and a list of at least three professional references to wcleadership@westminster.edu by **May 15, 2026** for full consideration.

Any offer of employment is subject to receipt by Westminster College of satisfactory references, verification of employment and education, and Act 153 background clearances.

Westminster College is an Equal Opportunity Employer.