

Office of the Provost
and Vice President for Academic Affairs

Bellingham, Washington 98225-MS 9033
(360) 650-3480 Fax (360) 650-7475

September 16, 2009

Dear Colleague:

Western Washington University is seeking nominations and applications for the important position of Director of Institutional Research. We would appreciate your assistance both in distributing information about this recruitment opportunity to appropriate individuals and in giving consideration to the nomination of qualified candidates. The enclosed announcement provides information about the position and the application process.

The Director of Institutional Research holds a key leadership position at Western Washington University and the search committee is charged with identifying high caliber candidates who will provide effective vision and direction as the University continues to implement its established mission and goals.

Located on an idyllic campus in Bellingham, Washington – a coastal city of 75,000 that is nationally recognized for quality of life, easy access to outdoor adventure, environmental stewardship and as a gateway to the Pacific Rim – Western Washington University has an enrollment of 12,700 undergraduates and 800 post baccalaureate and graduate students, employs 624 FTE faculty, and offers more than 150 undergraduate and 34 graduate programs. Recently named the highest-ranking public, master's-granting university in the Pacific Northwest by the 2010 *U.S. News & World Report's* college rankings, WWU's previous institutional recognition includes 11 consecutive years as the second-highest ranked public university in the West Region – Masters Category of *U.S. News and World Report* college rankings. Western's mission and strategic objectives are supported by the core values of excellence, engagement, diversity, community service, integrity and innovation.

Additional information about the position is available in the enclosed announcement and at <https://jobs.wvu.edu/JobPostingsBrowse.aspx?CatID=84>

WWU is dedicated to increasing and enhancing diversity throughout the University and we wish to identify a pool of candidates rich in both quality and diversity. We appreciate your assistance as we seek to strengthen the leadership and enhance the diversity of Western Washington University.

Sincerely,



Catherine A. Riordan
Provost and Vice President
for Academic Affairs

CAR/bj

Office of the Provost and
Vice President for Academic Affairs

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Director of Institutional Research

About the University: Western Washington University is located on an idyllic campus in Bellingham, Washington – a Pacific Rim city of 75,000 nationally recognized for quality of life, outdoor adventure, and environmental stewardship. Western Washington University enrolls 12,700 undergraduates and 800 post baccalaureate and graduate students, employs 624 FTE faculty, and offers more than 150 undergraduate and 34 graduate programs. Consistently highly ranked by *U.S. News and World Report* for the past eleven years, WWU was recently named the highest-ranking public, master's-granting university in the Pacific Northwest in the publication's 2010 college rankings. Western strives to fulfill a mission supported by the core values of excellence, engagement, diversity, community service, integrity and innovation.

About the Office: The Office of Institutional Research plays a key role in important policy decisions made at the university. Responsible for developing a mission and vision for institutional research, the Director serves the university by providing current, valid data in a timely manner. The Office provides support for program reviews, assessment, enrollment management, institutional grant applications, accreditation and strategic planning, space utilization studies, and a variety of ad-hoc reporting requirements. The Office currently includes an assistant director and a data analyst.

About the Position: Western Washington University seeks a Director of Institutional Research to develop a comprehensive program of institutional research supporting the university's mission and strategic initiatives. The Director reports to the Provost and serves as part of a senior administrative team committed to accountability, transparency and evidence-based decision making grounded in solid institutional data and analysis. The Director will assume a leadership role on campus, serve on institution-wide committees, provide institutional information, and respond to requests. The Director will also develop metrics and research that will assist the university in responding to demographic, economic, and educational changes. The position begins on or before March 1, 2010.

Position Responsibilities: WWU seeks a Director with the personal experience and professional qualifications necessary to serve as a leader, analyst, planner, and spokesperson for the Office of Institutional Research. The Director's responsibilities include, but are not limited, to the following:

- Provide leadership in assessing the need for and initiating studies that support the university in implementing its strategic mission and goals
- Work collaboratively with all areas of the university in establishing performance goals and developing key performance indicators and dashboards to measure the university's progress toward these goals.
- Communicate information about Western's performance to a variety of audiences through verbal, visual and written means.
- Work closely with College Deans, Information Technology, Student Affairs, University Planning and Budgeting, Business and Finance, University Relations, Human Resources, Equal Opportunity and others on campus to ensure accuracy of data and data definitions.
- Provide data support for program reviews, assessment, enrollment management, institutional grant applications, equal opportunity, accreditation, strategic planning, space utilization studies and other ad-hoc reporting requirements.
- Supervise the Office of Institutional Research which includes: developing administrative policies and procedures to maintain administrative data bases; meeting external institutional performance reporting requirements to Washington's Higher Education Coordinating Board, IPEDS and other state and federal educational offices; and providing oversight for and managing the analysis and reporting of university data which results in the institutional fact book, enrollment, retention, and graduation reports, faculty productivity reports, capacity and space planning studies, and related institutional research reports as needed.

Required Qualifications:

- A Master's Degree in social science, statistics, educational research, or related field from an accredited institution.
- Minimum of five years progressively more responsible experience in institutional research.
- Exceptional analytical skills to develop research that contributes to policy analysis.
- A strong understanding of leading-edge methods of data management and analysis in a university setting.
- Demonstrated proficiency in statistical and institutional research design and techniques such as modeling, multivariate analyses, and forecasting.
- Demonstrated skills in using computer-based tools such as data warehouses, presentation software, data modeling software, etc.
- Demonstrated ability to gather data from a variety of sources, synthesize and summarize the information, and clearly present the information to a variety of audiences in both verbal and written formats.
- Demonstrated ability to work both independently and as part of a team, and to exercise leadership in identifying and implementing projects.
- Excellent communication and strong analytical, interpersonal skills, and supervisory skills.
- Understanding of contemporary higher education policy issues and how they impact institutional research and reporting requirements.
- Sensitivity to diversity initiatives, affirmative action and equal opportunity.

Preferred Qualifications:

- A PhD in a quantitative discipline and experience with predictive modeling and other statistical analysis are highly desirable.
- Preference will be given to individuals who possess at least five years of senior institutional research experience in higher education.
- Experience with requirements and processes related to university and academic program assessment, including design and implementation.

Salary: This is a full-time, 12 month administrative position with an excellent benefits package. Salary for this position is competitive and commensurate with experience.

Application Instructions and Requested Documents: To submit your application via WWU's Electronic Application System for Employment (EASE), please access <https://jobs.wvu.edu/JobPostingsBrowse.aspx?CatID=84>. Note: You will need to use Internet Explorer to utilize the online application system.

A cover letter addressing your experience related to the position responsibilities and to the required and preferred qualifications; resume; and contact information for four references are required. You may cut and paste or upload your materials as noted on the EASE application.

Review of applications will begin October 26, 2009 and continue until the position is filled.

Questions about the search may be directed to Bev.Jones@wwu.edu

WWU is an equal opportunity/affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities, Vietnam-era and disabled veterans are encouraged to apply. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires. For disability accommodation, call (360) 650-3774.