



## **POSITION ANNOUNCEMENT**

### **Director of Institutional Research and Accountability**

***Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.***

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, ***Director of Institutional Research and Accountability***, for its Office for Institutional Effectiveness on the Mount Vernon main campus. The position reports to the Assistant Vice President for Institutional Effectiveness and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, vacation and sick days.

#### **Job Summary**

The Director of Institutional Research and Accountability provides support to the University's planning and decision-making processes through the collection, analysis and dissemination of institutional data for a variety of external and internal purposes, including compliance with federal, state, and other regulations.

#### **Responsibilities for this position include:**

- Serve as liaison from the University to various authorities at the federal, state, and local levels for regulatory compliance, data reporting, research studies, or surveys
- Prepare statistical records on enrollment, course productivity, faculty load, etc. and conduct a comprehensive analysis of courses taught per faculty, department, and school
- Prepare and coordinate state, federal, and college accountability reports (e.g., IPEDS, IBOE, official enrollment statistics reports, annual Factsheet, etc.) according to documented requirements, ensuring accuracy and timeliness
- Maintain knowledge of compliance and regulatory issues pertaining to higher education, keeping appropriate campus personnel informed
- Maintain and update *Student Right to Know* website and information
- Complete ad hoc requests on trends and historical information regarding enrollment, retention, graduation, course enrollment, faculty and staff, peer comparisons, etc.
- Ensure data integrity; research and recommend changes to improve data quality
- Evaluate the processing and maintenance of data and databases for institutional, unit and individual needs
- Administer external institutional surveys, evaluations, and assessments (e.g., CCCU *Thriving Quotient Survey*, DIT-2, etc.) and report outcomes to appropriate personnel

- Serve as administrator for survey software, building and executing surveys as requested, reporting outcomes to appropriate personnel
- Work with Assistant Vice President for Institutional Effectiveness to create a comprehensive report of all research activities each year that includes recommendations based on institutional research activities
- Other projects and duties as requested by the President's Cabinet, Academic Leadership Team, or other on-campus partners
- Other duties as assigned

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required; Master's degree preferred
- Three to five years of related research and/or analysis experience, or combination of education and experience commensurate with the requirements of this position
- Demonstrated expertise with statistics and data management
- Skill using the Microsoft Office suite tools
- Experience using database software, mainframe applications, and/or statistical software
- Strong written and verbal communication skills
- Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines
- Proven ability to work collaboratively with others

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <https://mvnu.edu/employment-opportunities/employment-application/> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).