



JOB ANNOUNCEMENT

Director of Institutional Research

Antioch University Los Angeles is accepting applications for a full-time Director of Institutional Research.

The Director of Institutional Research is responsible for a wide variety of responsibilities including planning, designing, and conducting research and institutional studies; providing analysis, reports, and educational forecasts related to program growth and development, program reviews, self-studies, accreditation, and external surveys; and coordinating data collection and analysis related to University institutional research and planning efforts. The Director of Institutional Research is the liaison between AULA and Antioch University in issues related to institutional research and reports to the President Emeritus/Distinguished Professor.

Qualification Requirements:

Education and/or Experience:

M.A./M.S. required in Social Sciences, Public Policy, Statistics, Applied Research, Behavioral Sciences, Education, or related field. Ph.D. or Ed.D. preferred.

Three to five years experience in an educational setting working in institutional research using a higher education database (Colleague/Datatel strongly preferred).. Familiarity with adult learners and a multi-campus system preferred.

Knowledge:

An understanding of the structures of higher education, statistical research methodology and analysis, and data processing applications. Knowledge of qualitative and quantitative research methods, as well as design, evaluation, and statistical procedures applied to research, such as correlation and multiple regression techniques. Knowledge of survey design, development and execution, focus groups, statistical analysis, and report writing. Knowledge of commonly accepted legal and ethical standards regarding conducting institutional research.

Skills and abilities:

- Experience using a variety of software/database applications including relational databases, Datatel, SPSS, Microsoft Office Suite, and FileMaker Pro. Demonstrated strengths in qualitative and quantitative analysis.
- Experience structuring complex data and communicating technical information in manner useful to recipients/users. Experience conducting research and preparing studies that will assist in decision-making and planning.
- Experience handling confidential data with discretion.
- Experience working effectively with faculty, staff, and students in a diverse multicultural environment.
- Experience reading, analyzing, and interpreting professional journals, technical procedures, and governmental regulations. Experience writing complex reports, business correspondence, and procedure manuals. Experience defining and solving problems, collecting data, establishing facts, and drawing valid conclusions.

Hours of Employment: This is a full-time position. A schedule will be established in consultation with the supervisor.

Compensation and Benefits: Salary is DOE. Benefits include medical, dental and vision insurance, prescription drug service, life insurance, paid holidays, sick and vacation leave, and retirement plan. Employees are eligible to apply for a tuition benefit after one year of employment.

To apply: A detailed job description can be found at the University's website: www.antiochla.edu. If you would like to apply, please submit a cover letter referencing the job title, resume, salary history, and three references (names/phone numbers) to:

Chair, Dir of Institutional Research Search Committee
Antioch University Los Angeles
400 Corporate Pointe
Culver City, CA 90230-7615
Fax: (310) 943-1590
or email to aulahumanresources@antiochla.edu

Documents submitted via email as attachments must be in Microsoft Word format. Resumes that do not reference a specific job title in the cover letter or email subject line will not be considered.

Re-Posted: September 2, 2010
Begin review of resumes: October 1, 2010
Anticipated Starting Date: January 1, 2011

Antioch University is an Equal Opportunity Employer