**Institutional Research and Assessment Support Specialist**

**Position Summary**

Central Connecticut State University (CCSU) invites applications for a full-time, Institutional Research and Assessment Support Specialist in the Office of Institutional Research and Assessment (OIRA). The incumbent of this position assists in the planning, implementation, coordination, and reporting of information about the University, and contributes to long-range planning and program assessment in support of the University Mission.

**Position Responsibilities**

Assists in preparing a variety of high-level reports requested by the System Office, U.S. Department of Education, the University, media outlets, accreditors, etc., covering education-related topics such as assessment, institutional effectiveness, cost and productivity, finances, faculty load, enrollment, strategic planning, information contained in college guidebooks, etc.

Coordinates, compiles, prepares, and reviews information for public-facing reports/surveys as required for internal and external audiences. Works with other offices to identify appropriate data/information needed for college guidebooks/Common Data Set, etc., reviews the information for accuracy, and completeness and submits reports/surveys in advance of deadlines.

Participates in accurately preparing census files, creating and maintaining databases and reports. Works with the appropriate offices to identify and correct data errors, identify and document irregularities/inconsistencies in the information and resolve issues timely.

Serves as an effective liaison between the University and external entities, and as a liaison between OIRA and campus partners in matters relating to the OIRA or University business.

Assists with all aspects of assessment including preparing materials for evaluation through summarizing the results.

Supports the Associate Vice President and staff of OIRA in responding to general matters/inquiries and performing various departmental functions. Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications**

* Bachelor’s degree and three years of experience with working with data preparation, coordination and/or reporting. The ideal candidate should have excellent project management skills, be proficient in Microsoft Office (specifically Excel) and have strong interpersonal, organizational, and communication (written and verbal) skills. Additionally, the candidate should be detail oriented, able to work independently, meet deadlines, and handle multiple on-going projects.
* Credentials and/or experience substantially comparable to the above may also be considered.

**The University:** CCSU is the largest of Connecticut’s regional comprehensive universities, CCSU currently enrolls almost 10,000 students. More than one-third of its students are students of color, the largest group being Hispanic. CCSU has a robust and comprehensive Strategic Plan that helps to drive student-centered decision-making. The first goal focuses on academic excellence and is directly related to our Mission. The next three goals, increasing access, fostering an inclusive and safe campus, and community engagement, support the first goal and are distinguishing characteristics of the value and uniqueness provided by a CCSU education. The last goal, sustainability, facilitates the success of the four previous goals. For more information about Central Connecticut State University, please visit [www.ccsu.edu](http://www.ccsu.edu/). For more information about the Office of Institutional Research and Assessment, visit [www.ccsu.edu/oira](http://www.ccsu.edu/oira).

**The Community:** Located nine miles southwest of Hartford, New Britain is a city of about 70,000 and is part of the Greater Hartford area of 1.2 million residents. New Britain is centrally located in the state and is within easy reach of several metropolitan areas in the region including about two hours from both New York City and Boston. It is also part of the Hartford-Springfield, MA “Knowledge Corridor” and, therefore, within easy driving distance of a host of private and public institutions of higher education and many cultural opportunities. New Britain’s population is characterized by a high degree of racial and ethnic diversity with significant portions of its population from Polish, Puerto Rican, Italian, and Irish backgrounds.

**Application and Appointment**: Priority will be given to applications received by **July 8, 2022**; however, the position will remain open until filled.

**To begin the application process please visit the CCSU HR Job Opportunities at**https://www.ccsu.edu/hr/faculty-management-admin.html.Select job**[C22-043] Institutional Research and Assessment Support Specialist and click on the Apply button and submit the following documents:**

* Letter of interest addressing the qualifications for this position
* Current resume
* Names of three current professional references identifying relationship to applicant, addresses, email addresses and telephone numbers

The Institutional Research and Assessment Support Specialist is compensated at the Administrator 3 salary, which ranges between $63,798 and $105,348. The union negotiated a contractual raise of 4.5% for the next year in accordance with the State University Organization of Administrative Faculty (SUOAF) Collective Bargaining Union Agreement. The normal workweek is 35 hours, compensatory time is earned after 40 hours. CCSU has excellent benefits, including three personal days, 22 vacation days (after 6 months), sick leave, paid holidays, medical, dental, vision and prescription plans, a multi- plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long-term, short-term disability, tuition waiver both for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

**Incomplete applications will not be considered. Emailed or mailed applications will not be accepted.**

**Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. Please ensure your Social Security Number is not listed on any documents submitted.**

For more information, contact Martha Kruy at 860-832-2063 or mkruy@ccsu.edu.

*As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.*