**[C21-049]**

**Institutional Research and Assessment Support Specialist**

**Office of Institutional Research and Assessment**

Central Connecticut State University invites applications for a full-time, Institutional Research and Assessment Support Specialist in the Office of Institutional Research and Assessment. 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 Office of Institutional Research and Assessment (OIRA) Mission.

**SUPERVISION EXERCISED**

May supervise professional and/or support staff.

**POSITION RESPONSIBILITIES**

Assists in preparing a variety of high-level reports requested by the BOR, CSCU, 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, 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., and reviews the information for accuracy and completeness and submits reports/surveys in advance of deadlines.

Participates in accurately preparing census files, data bases, and reports and works with the appropriate offices to identify and correct data errors, understand 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.

Creates, maintains and/or distributes reports in support of University reporting, assessment, and planning efforts. May query databases, evaluate information, etc.

Assists with assessment retreats and meetings by preparing materials for evaluation and organizing/creating the databases used for retreats. May generate and customize reports for faculty as needed.

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.
* Demonstrated proficiency and knowledge working with Microsoft Office, in particular, Excel.
* Must be detail oriented, able to work independently, handle multiple on-going projects, and meet deadlines.
* Strong interpersonal, organizational, and communication (written and verbal) skills are critical as is the ability to work collaboratively with a variety of internal and external constituents.
* Credentials and/or experience substantially comparable to the above may also be considered.

**The University:** The largest of Connecticut’s regional comprehensive universities, Central currently enrolls over 10,000 students. A third of its undergraduates are students of color, the largest group being Hispanic. Ninety-six percent of the students are from Connecticut. For more information about Central Connecticut State University, please visit [www.ccsu.edu](http://www.ccsu.edu/).

**The Community:** Located nine miles southwest of Hartford, New Britain is a city of some 70,000. 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 much of Connecticut and several metropolitan areas in the region. New Britain’s population is characterized by a high degree of racial and ethnic diversity. Known as “Little Poland,” 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

In addition to all that Hartford provides, New Britain is 40 minutes from Springfield, Mass., two hours from Boston, and two hours from New York City. It is also part of the Hartford-Springfield “Knowledge Corridor” and, therefore, within easy driving distance of a host of private and public institutions of higher education and many cultural opportunities.

**Application and Appointment**: For full consideration, applications must be received by May 10, 2021; review of applications will begin on May 3, 2021**.**

**To begin the application process please visit the CCSU HR Job Opportunities at**[**https://www.ccsu.edu/hr/faculty-management-admin.html**](https://www.ccsu.edu/hr/faculty-management-admin.html)**.** Select job**[C21-049] 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

Salary is commensurate with education and experience. Fringe benefits include personal and 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 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 Martie Kaczmarek at 860-832-2304 or mkaczmarek@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.*