

INSTITUTIONAL RESEARCH ASSOCIATE

Report to: Provost
Department: Academic Affairs
Classification: Part-time, Independent Contractor
Location: Remote

Position Summary

The part-time Institutional Research Associate designs, collects, analyzes, and communicates institutional studies and data sets that support the operations and strategy of the University. The Institutional Research Associate enables stakeholders to engage in responsive, data-informed decision making by providing reports, analytics, and insights. Serving as an independent contractor paid on an hourly basis, the incumbent partners with academic and administrative departments to develop and manage comprehensive institutional research, assessment programs, and strategic planning efforts that support the curricular, analytical, informational, reporting, and regional accreditation needs. The researcher must be able to work with discretion when dealing with confidential information. Work assignments will vary from between 10 and 20 hours per week.

Preference will be given to candidates located in California able to participate in occasional meetings on either our Costa Mesa or Palo Alto campus; the majority of work can be conducted virtually.

Essential Functions and Responsibilities

- Collaborate with the leadership team to meet institutional effectiveness objectives. Serve as lead for at least one external reporting requirement (e.g., BPPE, IPEDS, WSCUC).
- Oversee the extraction and analysis of data from various systems and sources to support decision-making surrounding program viability, student recruitment, retention, and completion efforts. Serve as lead for at least one internal reporting effort (e.g., learning outcomes assessment, enrollment management).
- Contribute to other assignments and projects as requested.

Qualifications

Minimum Qualifications

- Masters in Institutional Research, Education, Quantitative Methods or related field
- Minimum of 3 years in an Institutional Research function or related experience in higher education
- Demonstrated knowledge of quantitative and qualitative methods, statistics, survey research, analytics, including the preparation of reports and presentations
- Proficiency in the use of statistical software as well as word processing, spreadsheet, and communication technologies
- Knowledge and experience with querying databases
- Knowledge and experience with creating and updating online dashboards
- Data retrieval capabilities to facilitate report and feedback needs
- Excellent verbal, written, and collaborative skills

- Ability to use MS Office Suite, including Outlook, Word, Excel and PowerPoint
- Available for telephone and web conferences during standard business hours (Pacific time)

Preferred Qualifications

- Experience working with data dictionaries and in the use of computer applications to extract and manipulate data to produce statistical reports and analysis
- Knowledge of the Integrated Postsecondary Education Data System (IPEDS) and National Center for Education Statistics (NECS) reporting and survey tools and requirements
- Knowledge of state, federal, and regional accreditation requirements for the gathering, reporting, and disseminating data from higher education institutions
- Familiarity with student learning outcomes assessment

University Overview

Since 1975, Sofia University has aspired to be a leader in transformative higher education, offering students an education that transcends a traditional learning environment. Students, staff, and faculty of Sofia are passionate individuals who recognize the need to be a part of something greater than themselves and who seek opportunities to empower themselves and their communities. As Sofia continues to grow as a University, it remains committed to its transformative transpersonal values, as well as to maintaining a high-quality and diverse workforce representative of the community it services.

Sofia University is WSCUC accredited and offers bachelor's-completion, master's, and doctoral degree programs in the fields of psychology, business and computer science. Located in Palo Alto, California (with a branch campus in Costa Mesa, CA), the University provides both on-campus and online programs, giving students the flexibility to further an education rooted in transformative and transpersonal values, in a format that best suits their schedule and needs.

Sofia University is an equal opportunity employer.

To Apply

- Applications should be submitted directly to happlications@sofia.edu

Review of applications begins immediately and will continue until a suitable candidate is identified.