

West Virginia State University

Director for Retention, Institutional Effectiveness, and Analytics

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

The Position

Reporting to the Vice President for Enrollment Management and Student Affairs, the Director of Retention, Institutional Effectiveness, and Analytics (RIEA) will provide vision, leadership and management to the University's retention, institutional research, data collection, interpretation and reporting for institutional projects. The Director will utilize a variety of tools to perform statistical and analytical work associated with the collection, review, and analyses of enrollment, persistence and retention data, and distribute results in a variety of forms to a broad campus constituency. The Director will maintain and enhance institutional reporting and analytical capabilities, and will continue to develop and refine a centralized data management and collection processes that drives a culture of evidence that leverages data and analytics to improve student retention and success.

The Director is responsible for administrative direction, vision, and innovation for the University's retention, academic support and student success initiatives. The Director will develop and lead new programming and retention initiatives for first-year, second-year and transfer students, and will coordinate the early warning system. The Director will develop and manage the function of testing, academic coaching in writing, math, supplemental instruction, and academic support and student success programs. The Director will lead collaborative efforts and engage a broad array of campus stakeholders to develop and implement a comprehensive university-wide retention plan. The Director is responsible for the management of staff and daily departmental business operations. The Director will service on various committee in a range of various capacities.

The Director will various campus data stewards that include, but not limited to, the offices of Enrollment Management, Student Affairs, Human Resources, Information Technology, Registrar, and the other departments within the University.

Qualifications

The successful candidate will possess a master's degree (a doctoral degree preferred) with a background in an area demonstrating applications related to institutional research and assessment and at least five years of experience in applying statistical and research methods. The successful candidate will possess experience in the selection and integration of technology systems and solutions; demonstrated ability to discern technology strengths and limitations or creatively adapt

technology to fulfill the needs of both internal and external projects. The ability to prioritize and meet competing internal requests for support and external reporting requirements.

The successful candidate will possess the ability to utilize enterprise management systems (such as Banner or People Soft), relational databases, (such as SPSS, SAS, or STATA) and knowledge of Argos software, and demonstrated experience in SQL or other programming language. The successful candidate will possess knowledge of principles and procedures involved in handling sensitive student data (e.g. FERPA); and experience with assessment and evaluation of student learning and support services. The successful candidate will demonstrate exemplary written, verbal, and presentation skills and strong interpersonal skills with an ability to establish and maintain excellent working relationships with faculty, staff, and administrators

Salary

Commensurate with experience.

Application and Nomination

Candidates should submit their application materials by **Friday, December 15, 2017**. Review of application materials will commence until the position is filled. Candidates are required to submit a cover letter, resume, unofficial transcript, and three professional references (name, title, address, telephone number, and e-mail address). Please submit application materials via email in PDF (preferred) or Word to: **rdemployment@wvstateu.edu**

or

West Virginia State University Research and Development Corporation
Attn: Search Committee
Director of Retention, Institutional Effectiveness and Analytics
P. O. Box 1000, 204 ACEOP Administration Building
Institute, WV 25112

West Virginia State University R&D Corporation is an Equal Opportunity / Affirmative Action Institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities.

We encourage all qualified women, minorities, protected Veterans and individuals with disabilities to apply for employment at West Virginia State University R&D Corporation.