

OFFICE OF THE DEAN

Position Vacancy Announcement

ASSISTANT DEAN FOR INSTITUTIONAL RESEARCH

**Office of the Dean
BGSU Firelands**

Position Summary

The Assistant Dean for Institutional Research oversees and supports institutional effectiveness efforts at BGSU Firelands through institutional research analysis, interpretation, and implementation in support of the college's mission. As directed by the Dean and in collaboration with the Associate Dean for Academic & Student Affairs, the Assistant Dean provides campus-wide support for college and unit-level decision making, student retention and success, program reviews and assessment, and strategic planning.

Essential Duties, Tasks and Responsibilities

- Formulate and refine questions to address college-wide research needs through the extraction of information from secondary data sources and/or the collection of data.
- Manage institutional research efforts including academic program review, strategic planning, and other initiatives as assigned by the dean.
- Support college and department projects and initiatives with a special focus on student enrollment, retention, and success.
- Facilitate institutional effectiveness efforts across campus through meetings and implementation Interpret data and create customized analyses and reports for internal and external audiences.
- Interpret data and create customized reports for internal and external audiences.
- Provide support for college and department projects and initiatives, and represent the college in matters of university business, as assigned by the dean.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

Background in data base query statistics, knowledge of modern report writing languages (e.g., Crystal Reports, Cognos, etc.) and SQL, knowledge and experience with Microsoft Office Excel, written & oral communication skills, and ability to plan & implement initiatives through the broad involvement with of academic and administrative functions across campus. The ideal candidate would also have experience in strategic planning and research design and analysis.

Minimum Qualifications

Master's Degree in social sciences, operations research, higher education, or related field required. Also required one to two years experience in higher education or related field that provided experience in institutional research analysis, interpretation, and/or implementation and project leadership.

Final candidate(s) are required to authorize and pass a background investigation prior to an offer of employment. Offers of employment are conditional until a background investigation has been successfully completed and all other pre-employment requirements are satisfied. The University reserves the right to determine and confirm suitability for employment and to end any employment already begun if the background check reveals disqualifying information.

Salary

Full-time Administrative Staff position. Salary is commensurate with education and experience. Full benefits package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references by email to kdehaan@bgsu.edu or regular mail to:

Office of the Dean (J-62223)
Bowling Green State University Firelands
One University Drive
Huron, OH 44839

Review of applicants will begin on February 17, 2012 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.