THE CITY UNIVERSITY OF NEW YORK
CAREER OPPORTUNITY
Lehman College
OPEN TO CURRENT CUNY EMPLOYEES ONLY

Title: Institutional Research Specialist (HEa)
Location/Department: Institutional Research

Position Detail: Managerial and Professional
FLSA Status: Exempt
Compensation: Commensurate with qualifications and experience.
Web Site: http://www.lehman.cuny.edu/lehman
Notice Number: MP17490
Closing Date: May 14, 2010

POSITION DESCRIPTION AND DUTIES

The Institutional Research Specialist will conduct accurate and thorough research on higher education policy issues and practices, e.g. transfer, enrollment, retention, and graduation; analyze state, national and University data sets, performance indicators and best practices; summarize conclusions and findings and prepare summaries and reports that are easily understood by a range of audiences and useful for decision making and planning.

Provide support to President and senior staff for projects such as task forces, inter-college collaborations, and special study committees. This will include, but is not limited to: coordinating meeting logistics, preparing and distributing the agenda and minutes, preparing handouts and other relevant materials, and follow-up as appropriate to monitor the progress of projects. The Institutional Research Specialist will be responsible for developing and maintaining the Assessment Plan for Administrative Assessment as well as organizing and documenting the structure of Institutional effectiveness.

QUALIFICATION REQUIREMENTS

Bachelors plus four years of relevant experience required; Master's degree in Higher Education, Public Policy, Economics, Business or a research-oriented field is preferred as is experience in policy analysis, data extraction and research methodology. Excellent report writing skills, strong organization and communication skills, the ability to present complex information clearly to a variety of audiences, the ability to meet deadlines, accurate and attention to detail, and strong human relations skills.
TO APPLY  

Submit a cover letter and resume to:

IR Specialist Search Committee

Address:
Lehman College
Institutional Research Department, Room S-306
250 Bedford Park Blvd West
Bronx, NY 10468

The City University of New York
An Equal Employment Opportunity/Affirmative Action/Immigration Reform and Control Act/
Americans with Disabilities Act Employer

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