Job Description

Job Title: Institutional Research Manager
Job ID: 1608
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
Manages College institutional research programs and studies related to the College's mission.
- Develops relevant, timely and accurate institutional information to administrators, the college community, the external community, and external agencies.
- Defines and implements research studies, designing and conducting data analyses and analyzing and interpreting results.
- Researches, develops and recommends policy analyses relevant to anticipated institutional planning, policy, and decision-making needs.
- Participates in college-wide strategic planning, institutional effectiveness and outcomes assessment tasks.
- Respond to data, table and report requests from college constituencies.
- Manage surveys, questionnaires and other data-gathering instruments administered by the Office.
- Manages a library of institutional planning and research documents.
- May consult with faculty and students in the design of databases for research projects
- Performs related duties as assigned.

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CONTRACT TITLE
Higher Education Associate

FLSA
Exempt

MINIMUM QUALIFICATIONS
Bachelor's Degree and six years' relevant experience required.

PREFERRED QUALIFICATIONS
CUNY or Oracle/PeopleSoft experience preferred but not required.

**COMPENSATION**
Commensurate with experience.

**BENEFITS**
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

**HOW TO APPLY**
In addition to applying online through CUNYfirst, please send cover letter and resume with names of three references by the closing date to:

Susanne Tumelty  
The Office of Institutional Research  
Shuster Hall 306  
Lehman College  
250 Bedford Park Blvd. West  
Bronx, NY 10468

Anyone who has previously applied is encouraged to reapply.

**CLOSING DATE**
Open until filled. (Search reopened)

**EQUAL EMPLOYMENT OPPORTUNITY**
The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.