



## **Institutional Research Program Specialist Business Office**

Position # 25-017

**WVU Parkersburg** is a Community and Technical College located in Parkersburg, WV, with a branch campus in Ripley, WV. (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate's and bachelor's degrees.

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

### **Pay Grade**

05

### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

### **Function/Summary**

The Program Specialist, Institutional Research, is responsible to assist the Director in managing and reporting all applicable data for the institution. Key functions include monitoring of, accounting for, and reporting of all institutional data.

### **Minimum Qualifications**

Education:

- Bachelor's Degree in business, mathematics, data science or related field. Equivalent combination of education and experience utilizing and reporting data within state and/or federal guidelines may be substituted.

Experience:

- Two years of proven experience in data collection or statistical analysis.
- One year of experience creating data reporting

**Knowledge, Skills & Abilities**

- Familiarity with data management software and databases (e.g., SQL, Excel, Tableau) to organize and analyze data effectively.
- Strong verbal and written communication skills to present findings clearly to diverse audiences.
- Skills in managing projects, including planning, execution, and evaluation of research initiatives.
- Ability to work collaboratively with various departments and stakeholders across the institution.
- Strong analytical and critical thinking skills to assess data and make informed recommendations.

**Duties/Responsibilities**

<b>Frequency:</b>	<b>Duties:</b>
55%	<p><b>Institutional Research</b></p> <ul style="list-style-type: none"> <li>• Assists Director by collect and analyzing institutional data related to student enrollment, retention, graduation rates, and other key performance indicators.</li> <li>• Designs and implements surveys to gather feedback from students, faculty, and staff.</li> <li>• Maintains and updates institutional databases and dashboards to ensure data accuracy and accessibility.</li> <li>• Assists in the development of research projects to support institutional goals and strategic planning.</li> <li>• Collaborates with various departments (e.g., IT, admissions, academic affairs) to ensure data integrity and promote data-driven decision-making.</li> <li>• Supports accreditation efforts by providing necessary data and documentation.</li> <li>• Contributes to institutional strategic planning by analyzing trends and forecasting future needs based on data insights.</li> <li>• Monitors trends in higher education and assess their implications for the institution.</li> <li>• Assists Director to develop and refine key performance metrics and benchmarks to evaluate institutional effectiveness.</li> </ul>
35%	<p><b>Institutional Reporting</b></p> <ul style="list-style-type: none"> <li>• Assists Director by preparing, reviewing, and submitting all reports for internal stakeholders and external entities (e.g., HEPC, IPEDS, accreditation bodies, government agencies, Deans, BOG, administration) to communicate institutional performance.</li> <li>• Presents findings and insights to stakeholders through meetings and presentations</li> <li>• Ensures compliance with federal and state regulations regarding reporting requirements.</li> <li>• Assists Director in preparing data and reports for grant applications and funding proposal.</li> <li>• Assists Director in evaluating the effectiveness of funded programs through analysis and reporting.</li> </ul>

10%	<b>Additional Responsibilities</b> <ul style="list-style-type: none"><li>• Provides training for staff on data management practices and tools.</li><li>• Develops resources and guidelines for effective data usage across the institution.</li><li>• Builds relationships with external partners (e.g., research organizations, government agencies) to enhance data sharing and collaborative projects.</li><li>• Participates in professional development activities to stay updated on best practices in institutional research and reporting.</li><li>• Assists Director in implementing feedback mechanisms to improve research processes and stakeholder engagement.</li><li>• Performs other duties as assigned.</li></ul>
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**Posted**

10/30/2024 with an application deadline of 11/14/2024.