

# Executive Director for Institutional Effectiveness

## Position Details

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### Position Information

#### Internal Posting?

**Posting Number** SP004151P

**Position Title** Executive Director for Institutional Effectiveness

**Division/College** Provost/Exec VP Area

**Department** Institutional Research

**Location** Moscow

#### Posting Context Statement

#### Position Overview

The Executive Director will provide vision, leadership, and direction of institutional effectiveness endeavors at UI to equip colleagues with the data, analyses, and information needed to achieve key institutional goals. Goal areas include enrollment; student success; curricular efficiency; budgeting; assessment and accreditation; federal, state, and other reporting; and other university priorities. To help the institution define key metrics, develop strategies, and gauge progress, the Executive Director will provide strategic leadership, high-caliber collaboration, problem-solving, and creativity. Further, the Executive Director will guide collaborations with a broad range of colleagues, including disciplinary faculty, academic administrators, assessment and accreditation professionals, research support units, human resources professionals, and others. The person in this newly defined role will supervise the creation of intuitive, user-friendly interactive dashboards and other resources for sharing data broadly throughout and beyond the campus community while maintaining requisite protections.

Further, the Executive Director will promote a UI culture of data-informed decision-making by leveraging relevant experience in designing and executing a broad range of quantitative analyses, building a data-literate culture, implementing data democratization, and working with qualitative and mixed-methods studies. For example, the Executive Director will design and implement trainings to effectively engage colleagues at all levels of data literacy in using institutional data in decision-making and program improvement. The person in this position will draw on prior leadership experience to nurture a collaborative, responsive culture in units supervised, with an emphasis on completing routine but essential tasks while also designing analyses, tools, and approaches needed to achieve university goals in key areas.

To fulfill this charge, the Executive Director will supervise UI's Institutional Research (IR) and Assessment and Accreditation (AA) offices and will report to the Office of the Provost and Executive Vice President through the Vice Provost for Academic Initiatives (VPAI). A key focus for this new role will involve building out the IR team and establishing effective collaboration between the IR and AA teams. Working closely with the VPAI and other colleagues, the Executive Director will help UI build cultural norms of using evidence-based practices in education, operations, and resource allocation; assessing these practices' impact; and iteratively improving outcomes.

#### Unit URL

[Institutional Research at the University of Idaho \(uidaho.edu\)](https://uidaho.edu/institutional-research)

### Position Qualifications

#### Required Experience

- Five years experience in the following:
  - Creating a culture of data literacy, data democratization, and data-informed decision-making as demonstrated in application materials.
  - Strategic leadership to forward key institutional goals and effectively balance multiple competing priorities by providing needed data, analyses, and solutions.
  - Leadership in designing processes for maximum efficiency in routine reporting as demonstrated in application materials.
  - Leading the development of intuitive, accessible, interactive dashboards and other tools that broaden data access and promote effective data use institution wide.

- Designing and executing quantitative studies, as well as knowledge of qualitative and mixed methods study design.
- Creativity and flexibility in meeting stakeholder needs while sustaining integrity of data definitions and other unit priorities as shown in application materials.

**Required Education**

- Master’s degree or higher in statistics, educational measurement, assessment, cognitive science, database management, machine learning or other relevant discipline.

**Required Other**

**Additional Preferred**

- Ph.D. in statistics, educational measurement, assessment, cognitive science, database management, machine learning, or other relevant discipline.
- Demonstrated experience collaborating effectively with assessment, accreditation, research support, and other colleagues, including disciplinary faculty and academic administrators; building, leading, and contributing to effective cross-unit working groups; and tailoring effective communications in formal and informal settings.
- Experience establishing, communicating, and leading others to implement a vision for promoting effective data use across an organization, including a demonstrated ability to effectively engage hesitant, skeptical, and/or inexperienced colleagues in developing data literacy and the capacity to use data effectively to inform decision-making.
- Experience establishing unit priorities; motivating direct reports and staff to achieve priorities; and building collaborative, responsive, high-performing teams.
- Demonstrated experience engaging faculty, staff, and students in using data effectively to improve academic, curricular efficiency, operational, budgetary, and other outcomes. Such experience will ideally include designing and implementing trainings, professional development materials and workshops, and the like.
- Strong experience in sophisticated analytical projects, e.g., diagnostic and prescriptive analyses designed to help identify students who could succeed with particular interventions and/or to measure the effectiveness of such interventions.
- Experience leading or co-leading the development of data governance policies; structures and demonstrated knowledge of data definitions, storage, and management; and experience designing, implementing, or applying data ethics policies.
- Evidence of strong initiative, creativity, and problem-solving skills.
- Knowledge of federal, state, and other reporting required for institutions of higher education.

**Physical Requirements & Working Conditions**

**Degree Requirement** Listed degree qualification is required at time of application

Posting Information

**FLSA Status** Overtime Exempt

**Employee Category** Exempt

**Pay Range** Commensurate with experience

**Type of Appointment** Fiscal Year

**FTE** 1

**Full Time/Part Time** Full Time

**Funding**

**A visa sponsorship is available for the position listed in this vacancy.** No

**Posting Date** 10/10/2023

**Closing Date**

<b>Open Until Filled</b>	Yes
<b>Special Instructions to Applicants</b>	<p>This position is open until filled, however, applications received on or before November 10,2023 will receive priority consideration.</p> <p>In addition to the online application, applicants must submit a resume, names and contact information for three professional references, and a letter of qualification addressing each of the required and preferred qualifications as well as the applicants experience related to the job responsibility areas.</p> <p><b>Upload documents:</b></p> <ol style="list-style-type: none"> <li>1. Resume/CV</li> <li>2. Contact information and names for 3 professional references</li> <li>3. Letter of qualification</li> </ol>
<b>Applicant Resources</b>	<a href="https://www.uidaho.edu/human-resources/careers/applicant-resources">https://www.uidaho.edu/human-resources/careers/applicant-resources</a>
<b>Background Check Statement</b>	Applicants who are selected as final possible candidates must be able to pass a criminal background check.
<b>EEO Statement</b>	The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.

## Applicant Documents

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### Required Documents

1. Resume/CV
2. Cover Letter/Letter of Application
3. List of References

### Optional Documents

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - Academic Careers
  - Asians in Higher Ed
  - Association of Public and Land Grant Universities (APLU)
  - Blacks in Higher Ed
  - Chronicle
  - Disabled in Higher Ed
  - Facebook
  - HigherEd/Academic Impressions
  - Higher Ed Jobs
  - Idaho Department of Labor/Job Service including Job Central or Idaho Works (Idahoworks.gov)
  - Indeed.com
  - Inside Higher Ed
  - LinkedIn
  - Native Americans in Higher Ed
  - Newspaper
  - Other Venue
  - Professional Listservs (Ex: NACUBO, AAAE, ISMC, etc.)
  - University of Idaho Website
  - University of Idaho Daily Register
  - University of Idaho Employee
  - Veterans in Higher Ed
  - Women and Higher Ed

- Word of Mouth
2. \* Were you referred to this employment opportunity by a current University of Idaho employee? If so, please provide their name and department.  
(Open Ended Question)