



## SOUTHWEST TEXAS JUNIOR COLLEGE

### Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

Phone: (830) 591-7330 | Fax: (830) 591-7340

swtjc.edu | human.resources@swtjc.edu

## EMPLOYMENT OPPORTUNITY

**Title:** Director of Strategic Innovation & Research

**Job ID:** 232419710101

**Campus:** Uvalde

**Closing Date:** Until Filled

**Job Duties:** The Director of Strategic Innovation & Research (SIR) is responsible for leading and overseeing all aspects of institutional research activities to support data-informed decision-making, strategic planning, and institutional effectiveness. Reporting to the Chief of Staff, this position requires a combination of strong analytical, leadership, and communication skills to collaborate with various stakeholders and provide accurate, timely, and relevant information. The position directs an effective and wide-ranging program of quantitative and qualitative research that supports decision-making at all levels of the College and includes activities such as student outcomes and follow-up research, needs assessment, feasibility studies, cost-benefit analysis, policy analysis, survey research, focus groups, and more. The incumbent must possess strong leadership and management skills, interpersonal skills, vision, and initiative to accomplish the strategic goals and objectives of the college. Enthusiasm, vision, energy, and dedication toward the college's strategic goals will be paramount in who is selected. Recruits, orients, trains, supervises, and evaluates professional and support staff. Performs other duties as assigned.

*The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Performs other duties as assigned.*

1. Ensures that research and evaluation methods are applied appropriately, and that data and reports released are accurate.
2. Works collaboratively with the Senior Director of IT and Enterprise Application, and stakeholders across the college, to develop, implement, and manage an effective data governance and analysis program.
3. Fosters a culture that strikes the appropriate/necessary balance between enabling access to data and information while complying with legal, ethical, and regulatory guidelines.
4. Leads and facilitates meetings of work groups; proposes solutions consistent with data integration and governance objectives.
5. Collects metrics required to assess the effectiveness of past interventions, and tracks service performance against established expectations.
6. Supports the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) compliance certification and quality enhancement plan (QEP). Ensures College wide compliance with SACSCOC standards, reporting, and deadlines.
7. Serves as the College's Integrated Postsecondary Education Data System (IPEDS) Keyholder for federal IPEDS reporting and supports/supervises the College's State Reporting Official to the Texas Higher Education Coordinating Board.
8. Stays abreast of current knowledge, methods, and best practices related to institutional research, planning, evaluation, and data management; monitors policies and procedures; maintains knowledge of current trends, events, and emerging issues; and identifies information, programs, and resources useful to the SIR and the College.

**Salary:** Commensurate with education and experience; 12-month position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

## **QUALIFICATIONS**

**Education:** Master's Degree or equivalent experience in a relative field required.

**Experience & Training:** Extensive computer, database, and statistical analysis skills are essential. Demonstrated ability to interpret, organize, present, and apply basic and complex research techniques to obtain data from a variety of sources and activities. Must possess authentic leadership skills, ability to mentor, support, and develop talent, hold people accountable, and achieve results.

**Additional Qualification Requirements:** Must be self-directed, well organized, task-oriented, and flexible with the ability to work independently and in a group environment. Demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing and in public presentation settings. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other locations served by the college.

## **SUBMIT STAFF APPLICATION TO:**

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**