

Position Announcement

JOB TITLE: Director of Strategic Research

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Director of Strategic Research**. This position reports to the **Deputy Commissioner/Chief Administrative Officer**. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students. The System office is located in Jackson, Mississippi.

Job Summary

The incumbent of this position has a broad responsibility for the agency's MIS data function, including developing, enhancing, and maintaining information resources to facilitate strategic, data-driven decision making; works closely with a variety of internal constituents within the agency and external constituents at universities, community colleges, and other entities to reach consensus on strategic data policy; responds to a variety of information requests by internal and external constituents, including the Legislature and media; and serves as the agency's liaison to multiple external entities. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by the Deputy Commissioner/Chief Administrative Officer. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides broad leadership for the agency's effective use of information resources to facilitate data collection and dissemination, data analytics, and performance metrics
- Works closely with constituents to ensure accurate and consistent data is available to meet their needs relative to strategic decision-making, planning, and budgeting
- Responds to a variety of ad hoc information requests from internal and external constituents
- Oversees the development of special studies and briefings to meet the information needs of internal agency staff, Legislature, university constituents, and others as necessary
- Coordinates and facilitates the communication and work of the Council of Institutional Research Officers (CIRO)
- Maintains the agency's data reporting manual and enforces data reporting policies and procedures
- Manages the agency's two-tiered system of data edits, including a data edit portal that enables constituent institutions to perform self-edits on various data files
- Works closely with internal IT staff to ensure the effective operation of MIS technology, including the routine maintenance and backup of data servers
- Provides credit hour and performance metric data to operate the agency's funding allocation model
- Manages the development and annual reporting of the Educational Achievement Council (EAC) report cards
- Manages the reporting of data to external constituent agencies such as Mississippi Lifetracks
- Serves as the agency's liaison to the MissiON Board, governing the state's high-speed optical network
- Serves as the statewide coordinator for federal IPEDS reporting, facilitating the federal data reporting of more than 32 postsecondary institutions across the state
- Engages in professional development opportunities to further develop skills and knowledge in research, statistics, and information technology
- Adheres to IHL and department policies, procedures, and regulations
- Performs additional duties as necessary for the effective operation of the IHL Executive Office

Qualifications

- Bachelor's degree from a four-year college or university, preferably in information technology; three to five years related experience and/or training; or an equivalent combination of formal training and experience
- Extensive work experience in an information technology area; experience in a higher education or business environment is preferred
- Extensive work experience with databases; experience with Oracle, SCT Banner, PeopleSoft or similar database program is preferred
- Intermediate-to-advanced level skills in SQL programming and/or experience using SQL query software such as Toad
- Some familiarity with Adobe InDesign publishing software and Tableau analytics software is helpful
- Some familiarity with Unix programming is helpful
- Knowledge of research methods and statistics is preferred
- Advanced level skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Knowledge of Microsoft Access is helpful
- Demonstrated interpersonal skills involving data analysis, including customer service, analytical thinking, active-listening and problem-solving
- Familiarity with regional SREB and federal IPEDS data reporting surveys, reporting policies, and reporting schedules

Competencies

- Excellent written and verbal communication skills
- Excellent organizational, analytical, and time management skills
- Ability to work under pressure and to meet multiple deadlines
- Ability to develop short-term and long-term goals
- Ability to collaborate with diverse persons, agencies, and groups
- Physical requirements include those visual and physical activities associated with a computer-based analytical position in an office environment

Supervisory Responsibility

This position has supervisory responsibilities.

Working Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical requirements

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also required to use hands to finger or grasp objects, tools, or controls, type, and reach with hands and arms. The employee must periodically lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Position type and expected hours of work

This is a full-time position. Days and hours of work are primarily Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

Travel is limited and primarily local during the business day, although some out-of-the-area and overnight travel is required.

Application Requirements

Completed applications should include a current résumé and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are urged to apply. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

**Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211**

Applications may also be emailed to: hr@mississippi.edu.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.