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**SNOW  
COLLEGE**

OPEN POSITION:

**Chief Institutional Research Officer**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

## Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

*Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.*

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.

## The Job

### Description



Analytics and Institutional Research (AIR) strives to be a trusted, centralized repository for historical data as well as the current information clearinghouse for Snow College. AIR responds to internal and external stakeholders' data requests and complies with the College's reporting requirements at both the federal and state levels.

Focused on continuous institutional improvement, AIR functions as a proactive analytical resource that supports Snow College. The Director guides the AIR team in providing data support for the college's institutional effectiveness efforts including strategic planning, operational planning, enrollment management, program review, accreditation, assessment, grants, and other special initiatives. The Director works with data from a variety of internal and external sources, extracting and producing meaningful results in response to broad, anecdotal observations. The Director also understands the importance of data validation and the identification of data integrity issues involved in the data cleaning process. The Director leads the AIR team in designing and executing projects in accordance with sound research principles under tight deadlines.

Under the direction of the Provost, the Director supervises the AIR team in designing, conducting, coordinating, and reporting on institutional research activities, including data collection, tracking systems, and analytical methodologies across a wide range of topics and reporting needs. The Director is responsible for guiding collaboration and engagement within the AIR team; among administrators, faculty, and staff from across the college; and with external constituents. The Director is also responsible for the direct supervision and evaluation of the other research and data analysts in the office. The Director, by virtue of the position, will manage the AIR budget and lead team members, including the professional development of direct reports.

### **Qualifications**

Qualifications:

- Bachelor's degree required, master's degree or terminal degree preferred
- Five years of related work experience
- Ability to organize and manage the workflow of simultaneous tasks and projects and meet deadlines
- Experience in higher education research is preferred
- Experience with Banner ERP system preferred
- Experience with Tableau strongly preferred
- Experience in survey research, including knowledge of effective survey design and research principles
- Strong understanding of the functional responsibilities of an office of institutional research and a proven ability to administer, design, and effectively maintain an institutional research program at a higher education institution
- Commitment to meeting internal and external deadlines and understanding that accurate and reliable institutional reporting is a critical component to fulfilling the mission of Snow College
- Excellent analytical, interpersonal, and written/verbal communication skills and ability to work positively and effectively with a wide variety of constituents from within and outside of the institution
- Ability to design and prepare high-level quantitative and qualitative data analyses and reports
- Ability to collaborate with, present information to, and address questions from senior administrative personnel and other academic and external constituencies

### **Major Responsibilities/Duties**

Key Responsibilities:

- Build and maintain institutional dashboards, AIR web pages, and other data visualizations with accurate information to enable administrators to make sound data-driven decisions and promote institutional effectiveness. These resources must have easy, centralized access for their intended audiences
- Assist with preparation, editing, and proofing of other AIR documents or reports prior to campus-wide distribution

- Lead ongoing research and studies to evaluate areas such as student demography, enrollment trends, and retention in support of institutional strategic planning
- Respond to requests for ad hoc reports, integrating internal, peer, and national data to form consistent comparisons. Prepare data downloads from the institutional ERP system and other data sources using a variety of computer interface tools.
- Disseminate official results to appropriate external agencies and audiences (including but not limited to IPEDS, USHE, NWCCU, NJCAA, and NC-SARA) through preparing reports, constructing presentations, and/or completing elaborate survey forms, interpreting official institutional statistics for a wide variety of external agencies as well as college administrators, faculty, staff, and students
- Lead the AIR staff in development of systems, programs, and policies to promote data-driven decision making; additionally lead or help direct other data-driven functions of the college including
  1. Serve as Chair of the Data Coordination group
  2. Act as the IRB Officer and oversee all IRB functions
  3. Coordinate labor market analysis
  4. Support the Accreditation Liaison Officer with functions related to the college's and college unit's ongoing accreditation statuses
- Become the primary resource for information related to the College and emphasize reproducibility of research through thorough documentation and transparency
- Work with internal stakeholders to establish and define actionable research questions
- Identify and prioritize data improvement opportunities and exemplify quality customer service, client relations, and time management

Collaborate with the Snow College Office of Information Technology (IT) and other stakeholders across the institution to define business processes that maintain and enhance data integrity

**Additional Information**

Initial screening is based on the responses to the online submitted application, as well as your redacted resume, curriculum vitae (CV), or cover letter. Transcripts or any other submitted material will not be considered during initial screening.

## Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's **Strategic Plan**.

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the **Sanpete County Website**.



# THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on September 30, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).

