



Director of Institutional Research & Financial Analysis

Maine Maritime Academy is searching for an innovative, dedicated, and experienced financial professional to assume the position of Director of Institutional Research & Financial Analysis. The Director provides reporting and data needed to aid senior management in decision making.

This is an outstanding opportunity for an experienced financial professional to provide expertise in the external and internal reporting and research that positions Maine Maritime Academy for future success. A part of the Maine higher education system, MMA is positioned as leader among maritime colleges in the United States and among the top ten institutions in the US for best return on investment. Founded in 1941 as a regimental program, the Academy now provides regimented and non-regimented majors and lifestyles. It serves the specific interests of the merchant marine industry, the Coast Guard, oceanographic science research, and related engineering and international trade careers. With a student population of 950, it is one of only seven institutions specifically serving the needs of the maritime industry.



The Location

Located in beautiful Castine, Maine, MMA is situated on a peninsula in scenic Penobscot Bay where it enjoys the benefits of a deep-water harbor and access to recreational boating and the attractions of Bar Harbor, Mt. Desert Island, and Acadia National Park. Residents also have nearby access to Baxter State Park, the Appalachian Trail and a host of hiking, fishing, and sailing opportunities.

Castine has a rich history and is one of the oldest European-settled towns in North America. Before 1613 the area was home to several nations of Native Americans. Castine has existed as a town since 1796 and is named after Baron Jean Vincent d'Abbadie de St. Castin, a French nobleman and adventurer. A century later, great prosperity came largely from the sea -- from fishing and ship building. Local ropewalks, sail lofts and ship chandlers provided all necessary goods and services for the maritime trade. Visitors to Castine are often impressed by the many beautiful Georgian and Federal style houses still in perfect repair.

In 1867 the Eastern Maine Normal School was founded to train hundreds of teachers for Maine's public schools. Although closed in 1940, one of its original buildings still stands on the campus of Maine Maritime

Academy. Today, MMA's training ship *State of Maine* and the historic Schooner *Bowdoin* are docked in the harbor, powerful reminders of Castine's seafaring past, and its vital role in the future of the maritime industry.

Castine welcomes both seasonal and new residents. Information about relocating to Castine can be found [here](#).

The Position

Reporting to the Chief Financial Officer, the Director of Institutional Research & Financial Analysis has direct responsibility for the timely and accurate submission of external reporting and internal requests for data and analysis of data. Extract data from internal systems, collect data from the Academy community, and complete standard survey responses. Conceptualize and create new data presentations for use by various audiences. Manage the administration of Academy-wide web surveys. Assist in the development of information systems needed to aid senior management in decision making. Implement the annual budget development process and position management oversight.



The Director will design and manage mechanisms and methodologies for the collection and analysis of institutional data, models for financial forecasting and support data and reporting requests for the annual financial audit, so that it supports institutional decision-making and planning. The Director will work closely with campus-wide colleagues in identifying and developing new strategic opportunities for the Academy. The Director will also work closely with the Office of Enrollment Management and Marketing, the Registrar's Office and the Finance Office to build and assess enrollment models and measure student outcomes. This individual will support institutional strategic planning and implement quality assurance procedures while working collaboratively to ensure quality research and partnership with offices that conduct assessment. The Director oversees the development of the annual budget for the Academy and provides financial reporting and analysis for the institution as a whole.

Requirements

- Bachelor's degree in a relevant discipline; Master's preferred.
- Background in finance, statistics, programming, business or a related field with course work in statistics and research methods.
- Demonstrated competence with research methods, survey design and administration, statistical analysis and report writing is required.
- Experience in enrollment modeling is also desired.
- Knowledge of Great Plains, PowerCampus, PowerFAIDS, Slate, StarRez, Argos, SQL and statistical packages such as SAS or SPSS, and data visualization tools is preferred
- Experience in planning, survey development, data compilation and analysis, administrative information development, assessment, accreditation, and dashboard development.
- Experience with IPEDS, Common Data Set, AAUP, and other higher education reporting strongly preferred.
- Willingness to submit to a background check.

Responsibilities

- Extract, manipulate and disseminate data in support of strategic planning, accreditation activities, enrollment trends, budget development, financial projections and required federal and state reports.
- Maintain the integrity of Institutional Research data files through proper data management routines.
- Collect, prepare, disseminate and maintain statistical data and periodic reports related to enrollment, matriculation, assessment, evaluation, demographics, student success indicators, faculty workload, benchmarking and other related measures to support strategic planning, resource allocation, recruitment and retention, internal and external use and distribution.
- Provide institution-wide support for obtaining data and information and performing analyses to identify trends, areas of opportunity and concern and other issues affecting MMA.
- Serve as IPEDS key holder by overseeing the completion of IPEDS surveys, ensuring the accuracy of data submitted, and by using IPEDS reporting tools to retrieve comparable data on other institutions for benchmarking purposes.
- Complete the Common Data Set (CDS) and external surveys such as US News, College Board, Peterson's surveys, ACT surveys, Princeton Review, Barron's, Wintergreen/Orchard House, etc.
- Work collaboratively with Academy offices as well as independently to implement and coordinate research projects, statistical studies or surveys. May include the collection and analysis of data, assessment of trends and dissemination of results. May include formal written or oral presentations including detailed description of statistical methods, detailed analysis of results, and synthesis of conclusions.
- Monitor budgeted positions and salary and benefit detail.
- Support Faculty, Staff and Administration with ad-hoc data requests and financial reporting by providing data, charts, graphs and analysis of results.
- Work with IT Department to develop and implement campus-wide Academy Data Standards.
- Communicate with end-users in a timely and professional manner.

Skills

- Intermediate to advanced level computer skills using Excel (graphics, pivot tables) is required.
- Knowledge and training in research methods, design, and analysis including quantitative and qualitative approaches.
- Work experience extracting and manipulating data in large data sets is preferred
- Ability to work independently as well as in a team environment and to establish and maintain cooperative working relationships across the Academy.
- Excellent organizational skills
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal and interpersonal skills required
- Strong customer service skills



Application and Nomination Process

To submit your materials, please visit hr.mma.edu

For more information about this position please contact:

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