

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Director of Institutional Research & Financial Analysis

POSITION OVERVIEW

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. This position requires knowledge of research methods, relational databases, strong Excel skills, and excellent written and oral communication skills. This non-union, confidential position is privy to confidential Academy information and employee data and will assist in the Academy's preparations for union negotiations.

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.

DUTIES

- 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.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

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

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.

PHYSICAL REQUIREMENTS

- Requires some physical effort (i.e. standing and walking),
- Occasional light lifting,
- Manual dexterity in operation of office equipment,
- Extended periods of time at a keyboard, and in front of a monitor, and
- Occasional hours outside the normal Academy schedule to accomplish tasks in a timely manner.