



# HUMBOLDT STATE UNIVERSITY



## Director of the Office of Institutional Research & Planning (Administrator II)

Review: October 28, 2009

### Description

Humboldt State University invites dynamic professionals, with significant leadership abilities and who are experienced in higher education institutional research to apply for the newly created position of Director of the Office of Institutional Research and Planning (OIRP). The OIRP consists of 3.75 full-time equivalent professionals who provide data and analysis for institutional research. The Director directly supervises the OIRP staff and is expected to lead the integration and coordination of existing institutional research efforts for campus-wide planning and decision making. The Director position is a California state employee under the California State University Management Personnel Plan and reports to the Provost and Vice President for Academic Affairs.

### The Position

The Director supervises and coordinates the OIRP in identifying relevant institutional data, designing and implementing data collection strategies, conducting data analyses, and preparing effective summary reports for university planning. In addition, the Director works with and coordinates data experts assigned to other areas of the university. The Director and the OIRP staff work with the Offices of Enrollment Management and Financial Services to develop long-term enrollment projections and campus resource analyses. The OIRP Director presents oral and written reports to the administration, deans, department chairs and coordinates state and federal reporting requirements. The OIRP further supports the campus learning outcomes assessment efforts.

### Qualifications

- Master's degree from an accredited college or university in a related field with an emphasis in data analysis
- The preferred candidate will have a PhD in a relevant discipline
- At least three years of progressively responsible administrative or professional analytical experience in higher education research and planning is required
- Demonstrated experience employing data analyses to support and develop policy and planning recommendations
- Demonstrated team leadership skills
- Demonstrated outstanding interpersonal skills
- Demonstrated outstanding written and verbal communication skills
- Comprehensive knowledge of research and trends in higher education
- Experience with decision support systems necessary for data storage, administration, manipulation, query, and analyses
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of data-collection, analysis and planning
- Demonstrated knowledge of databases, survey design, data warehousing methods, aggregate data reporting, and assessment methods used in the collection and interpretation of data to provide a basis for decision-making
- A demonstrated understanding of business processing logic
- The preferred candidate will have experience in higher education administration

### Compensation

This position is a state position and covered by the California State University Management Personnel

Plan, with an excellent benefits package. Under this plan, incumbents are subject to annual management reviews and serve at the pleasure of the University President. The salary is commensurate with experience and qualifications. Additional Management Personnel Plan information can be found at the following website: [www.calstate.edu/HRAdm/policies/mpp.shtml](http://www.calstate.edu/HRAdm/policies/mpp.shtml).

### **The Institution**

Humboldt State University, a primarily residential campus located 270 miles north of San Francisco in the rural redwood forest region of the California coastal range, is the northern most of the twenty-three campuses of the California State University system. Approximately 1300 employees, including over 500 faculty, serve a student body of nearly 8000.

Humboldt State University is a student-centered campus that offers programs of high academic quality in a setting of great natural beauty. Humboldt State is noted for close faculty mentorship of students at both the undergraduate and graduate levels. Our students are distinguished by their active engagement with the university and community, and their commitment to social and environmental responsibility.

### **Application**

Review of completed applications will begin October 28, 2009 and will continue until the position is filled. Applicants must submit a letter of application addressing the stated qualifications, a resume, and the names, mailing addresses, e-mail addresses, and phone numbers of five references that can directly address the applicant's institutional research, planning and leadership skills.

**Email to:** [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu) (preferred) or mail to

**Chair, Director of the Office of Institutional Research and Planning  
c/o Human Resources  
Humboldt State University  
1 Harpst Street  
Arcata, CA 95521-8299**

**Publication Date: September 30, 2009**

---

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, persons of color, veterans and persons with disabilities are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,800 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.