



EXECUTIVE DIRECTOR, INSTITUTIONAL RESEARCH
Position Profile

Purdue University Northwest invites nominations and applications for the inaugural role of Executive Director of Institutional Research. The university seeks individuals who are committed to collaboration and innovation. The Executive Director reports to the Associate Vice Chancellor for Academic Affairs-Institutional Effectiveness and will be charged with bringing a strategic lens to institutional research.

Purdue University Northwest

Purdue Northwest (PNW) is an academically comprehensive, student-centered university located in northwest Indiana, just southeast of Chicago. As an independent university within the Purdue University system, PNW fosters a vibrant academic community for its more than 10,000 students through high quality and engaging undergraduate and graduate education. Offering nearly 70 academic programs at the bachelor's, master's and doctoral levels, PNW's colleges, schools and centers are distinguished through prestigious accreditations, national recognitions, and competitive rankings. The university is widely respected for its faculty's dedication to student success through experiential learning and collaborative research across its two culturally diverse campuses in Hammond and Westville, Indiana.

PNW was formed in 2016 by the unification of the former Purdue Calumet and Purdue North Central. Academic programs are offered within five colleges, plus an Honors College, with operations on two campuses located 35 miles apart in Hammond and Westville. The university is currently in the midst of the implementation of a [strategic plan](#) and will commence a new strategic planning process beginning in summer 2019. PNW is accredited by the Higher Learning Commission (HLC).

The university's mission – in the land grant tradition of learning, discovery, and engagement – is to provide high quality undergraduate and graduate education to students of Northwest Indiana and beyond. PNW seeks to create a welcoming environment that promotes critical inquiry through experiential learning, faculty scholarship, civic engagement, and community partnerships.

Leadership

Chancellor

Thomas Keon became Chancellor of Purdue University Northwest on July 1, 2016 after the unification of Purdue University Calumet and Purdue University North Central was finalized. Dr. Keon had previously served as Chancellor of Purdue Calumet, beginning in 2011.

Prior to coming to Purdue Calumet, Dr. Keon spent 14 years as Dean of the College of Business Administration at the University of Central Florida (1997-2011), where he was responsible for all personnel, including 150 full-time faculty members, budgets up to \$31 million, 9,100 students, and academic programs at the baccalaureate, master's, and doctoral levels at a university of more than 55,000 students.

During his 35+-year career in higher education, he has been Dean of the College of Business and Administration at Southern Illinois University (1995-97), Associate Dean of the College of Business at Florida Atlantic University (1990-94), Associate Dean of the College of Business and Public Administration at the University of Missouri in Columbia (1989-90), Director of Graduate Studies in the School of Business at the University of Missouri (1988-90) and chair of the University of Missouri's Department of Management (1988-89). Additionally, he has taught at the University of Notre Dame, Michigan State University, and Southern Vermont College.

Dr. Keon holds a baccalaureate degree in accounting from Bentley University, a master's in education from Suffolk University, an MBA from Babson College and Ph.D. in management from Michigan State University.

Provost

Ralph O. Mueller became Vice Chancellor for Academic Affairs and Provost at PNW on July 15, 2016. Dr. Mueller had previously served as Dean of the College of Education, Nursing, and Health Professions at the University of Hartford, beginning in 2009. In addition to his role as Dean, Dr. Mueller also was the founding Director of the University of Hartford's Institute for Translational Research, a multidisciplinary umbrella for collaborations among faculty, students, and community partners.

Prior to his University of Hartford tenure, Dr. Mueller served five years as Chair of the Department of Educational Leadership at The George Washington University. He also was a 2007-08 fellow of the American Council on Education (ACE) at the University of Miami. Throughout his 31-year career in higher education, he has served as a tenured faculty member of applied statistics with joint appointments in education, psychology, and public policy/public administration.

Dr. Mueller holds an extensive academic portfolio of published books and peer-reviewed articles and presentations. He holds a baccalaureate degree from Elon University, master's degree from Wake Forest University, and Ph.D. from Virginia Tech.

Institutional Research at PNW

Institutional Research (IR) is responsible for data management and reporting used to support university-level accountability, decision-making, planning, and policy development for Purdue Northwest. The division conducts data-gathering and analysis activities related to the development and implementation of institutional effectiveness measures which inform institutional agendas.

IR provides centralized, conformed, consistent, and clear information to support academic assessment, internal evaluation, and institutional improvement efforts, as well as that required for federal, state, and accrediting reporting. These activities complement other IR duties, such as meeting compliance reporting requirements, support for accreditation, and the dissemination of information.

The Position

The Executive Director for Institutional Research is an inaugural position within the Office of Institutional Research. The Executive Director will report to the Associate Vice Chancellor for Academic Affairs-Institutional Effectiveness and will directly supervise the Director, Compliance and Data Governance; the Associate Director; the Data Architect; the IR Analyst; the Business Intelligence Analyst; and, potentially, an Information Access Specialist (position under discussion).

Responsibilities of the Executive Director include, but are not limited to:

- Establishing, administering, and coordinating institutional research activities, including collecting, analyzing, interpreting, and reporting information for use in decision-making;
- Selecting the issues and identifying the challenges of greatest import to the organization and designing research to provide related insights to university leaders. Selecting the most appropriate method to address each question or need;
- Conducting statistical analysis, forecasting, and modeling around issues related to higher education and translating the results to various audiences;
- Communicating proactive ideas and analysis of data;
- Driving collection of new data and the refinement of existing data sources; applying and using algorithms or other advanced techniques to accomplish this. Recommending ways to apply insights generated from analysis. Assuring that reliable and consistent data are maintained and available for both ad hoc and longitudinal inquiries;
- Sharing in the hands-on tasks necessary to collect and analyze data and to prepare reports;
- Ensuring the integrity and accuracy of reports and deliverables produced by the IR team;
- Monitoring external resources to increase IR's use of innovative approaches and techniques; and
- Promoting the increased use of research and assessment data for decision-making across the university.

Leadership Opportunities

Lead with Best Practices in Institutional Research and Management

The Executive Director will be tasked with evolving the Office of Institutional Research to reflect best practices in collecting, reporting, analyzing, and utilizing data. The Executive Director will also streamline processes to foster data agility and bring innovative ideas regarding how PNW should be and could be engaging with data. This will include considering IR's strategic role in the university and how the division can help shape its future goals. The Executive Director will also encourage professional development and collaboration to ensure IR is current with its systems and processes.

Educate the Campus on Data Engagement

The Office of Institutional Research has begun the process of making data more accessible to administrators, deans, and departments chairs through trainings and standardized reporting. The Executive Director will continue this effort by identifying more opportunities for data sharing and by suggesting additional useful reports and resources for administrators, faculty, and staff to access and engage with real-time data. The Executive Director will also offer suggestions and innovative ideas to the administration regarding optimal data utilization. This includes analyzing and translating data for all audiences, thinking strategically and proactively, and both anticipating the needs of the administration and making relevant recommendations.

Collaborate Internally and Externally

The Executive Director will continue to encourage collaboration across campuses and among units that collect and use data, including Enrollment Management and Information Services. The Executive Director will be part of a university-wide team that seeks to ensure the credibility and accuracy of all data. The Executive Director will also collaborate closely with administrative leaders as they embark on a new strategic planning process.

Expand the Focus of Institutional Research

The Office of Institutional Research provides strong support for external reporting and day-to-day data needs. The Executive Director will explore and devise additional capabilities that will expand the scope of IR to have a broader impact, including more attention spent on the internal needs of the university. This includes working with data related to market research and putting heightened emphases on data analysis, projections, modeling, and forecasting.

Qualifications

The successful candidate will possess the following skills and qualifications:

- A minimum of a master's degree from an accredited institution, PhD in related field (e.g., sociology, psychology, or applied statistics) preferred;
- A minimum of seven to ten years of experience with analytics, data analysis qualitative and quantitative research methods, survey design, and algorithms;
- Demonstrated statistical analysis knowledge including the ability to produce forecast models;
- Experience with university data systems like Cognos and Banner, visual presentation tools such as Tableau, and data mining languages like R and Python;
- An understanding of institutional research activities, higher education related theories (e.g. graduation rates, first-year attrition, etc.) and the ability to interpret and present findings;
- Experience collaborating with other units on a campus, especially those that routinely work with data, including enrollment management and information services;
- Experience working in higher education at a college or university;
- Demonstrated strategic thinking capabilities;
- Demonstrated leadership and management skills;

- Effective communication and interpersonal skills with the ability to convert and translate data reports and analysis in a way that is accessible and understandable to all audiences; and
- A demonstrated commitment to promoting diversity and inclusiveness among staff.

Nomination and Application Process

Review of candidates will begin immediately. To be considered for this role, please send a résumé and letter of interest to the email address listed below. For best consideration, please send all confidential nominations, inquiries, and expressions of interest by December 3, 2018 to:

Ms. Julie E. Tea, Partner
Ms. Lindsay Allison, Associate
Storbeck/Pimentel & Associates, LP
PNWExDirectorIR@storbecksearch.com

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www.purdue.edu/ethics/policies/FosteringRespect_accessible.pdf