IRSC is seeking a Director of Retention and Completion for Student Success. The successful candidate will provide strong leadership, directing IRSC’s completion agenda resulting in increased student success. Prior experience in a higher education institution with responsibility for student recruitment, retention, and completion is preferred. Effective and persuasive communication skills are paramount to the overall success of this candidate to educate, interpret and apply data and assessment results for informed decision making.

*Compensation will be commensurate with qualifications and experience.

**QUALIFICATIONS, KNOWLEDGE, AND SKILL REQUIREMENTS:**

The qualifications and skill requirements for this position include:

- Bachelor’s degree in social science, statistics, data processing, management information systems, research methods, or a related field required. Master’s degree preferred.
- Formal training, internship, or leadership experience creating, managing, or coordinating innovative, comprehensive degree completion programs such as: Completion by Design, Completion Corps, Accelerated Study in Associates Program (ASAP), Freshman Year Experience, Summer Immersion/Bridge, Mentoring, Early College, Student Success Coaching, Early Intervention, or other research-based approaches to student completion.
- Three to five years in a college or university setting with experience in enrollment management, student services, advising processes, data science, research design/analysis or a combination of education and experience commensurate with the requirements of this position
- Results oriented with a customer-focused attitude; experience leading teams toward goals; a strong commitment to the community college mission
- Experience using database software, mainframe applications, and/or statistical software; experience using SPSS or comparable software preferred; coursework or knowledge of research methods
- Knowledge of relational database design and management and expertise in a major database package i.e. Microsoft Access, Microsoft Excel, SQL Server, SAS or others.
- Experience with higher education administrative/student information systems including technical understanding of data warehousing, data mining and ability to query a database
- Familiarity with web survey administration software
- Experience working effectively with college faculty and staff.
- Excellent interpersonal, analytical, and communication skills; ability to present and communicate technical information clearly and effectively interpersonally in oral, written and graphic form to individuals with varying technical backgrounds;
• Skill in comprehensive report preparation, anticipating appropriate report format, design, and visuals for target audience;
• Ability to handle multiple priorities and assignments, organize work, make decisions and function independently;

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include but are not limited to:

• Extensive experience in utilizing data to analyze and propose initiatives to positively impact completion results;
• Excellent communication, including effective presentation skills for a non-data, non-financial colleagues.
• Present, maintain, and distribute data, studies, or research to support completion initiatives and make recommendations to the President regarding structural, process or procedural changes needed to impact student success
• Provide deep data analysis to understand and act on the differences in student outcomes among various student populations
• Develop and implement processes for collecting, linking, and analyzing data from a variety of sources including internal systems, state and federal agencies, other higher education institutions, and employers.
• Visually and through narrative interprets the results of research and analysis based on the needs of those requesting the information and/or the target audience; develops reports and presentations for internal and external audiences
• Consult with internal college constituencies to determine and clarify data, reports and research requirements;
• Work closely with the Assistant Dean of Research and Reports, Institutional Research Specialist and the Director of Planning and Assessment on the reporting and analysis of completion progress.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities of this position include, but are not limited to:

1. Reports directly to the President
2. Collaborates with appropriate offices to lead and direct completion strategies that impact student success
3. Prepares, formats, and presents research data in support of specific projects related to College priorities.
4. Leads the effort to connect systematically completion efforts across the College through the integration of student success initiatives
5. Provides technical and analytical expertise to increase and promote College-wide understanding of student populations while advocating appropriate services and resources for targeted student cohorts
6. Establishes and maintains effective working relationships throughout the College while providing leadership and guidance related to student success and completion.
7. Engages in continuous professional development through student success/research related conferences and associations
8. Works confidentially with discretion.
9. Executes other tasks and assignments as the President may direct.
ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

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Applicant/Employee Printed Name  Applicant/Employee Signature  Date