Northwest Louisiana Technical Community College is accepting applications for the following position:

**Director of Institutional Research**

The Director is responsible for designing and conducting institutional research that contributes to the College’s efforts in achieving institutional effectiveness, as well as all aspects of data collection and reporting for both internal and external agencies.

**DUTIES & RESPONSIBILITIES**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Manages data collection for reporting to the Louisiana Board of Regents (SSPS, SCH, Completers), LAPAS, IPEDS, CUPA, SACSCOC, and LCTCS
- Assists in preparation of institutional effectiveness plans, updates, and reports.
- Assists with coordination and data collection in support of the College’s Strategic Plan
- Monitors departmental goal setting through the Program Health Index
- Assists the SACSCOC Liaison with data needed for reaffirmation
- Compiles and analyzes institutional benchmark data for college planning and budgeting.
- Prepare periodic reports for management decision-making such as enrollment, completion, and placement data.
- Maintain knowledge of the student databases to facilitate the collection, maintenance, and retrieval of the data.
- Supports program accreditation efforts by providing data and analysis for various program accreditation reporting
- Assist with the extraction and analysis of Carl Perkins data for the annual Carl Perkins Accountability Report.
- Assist the Financial Aid Director with the extraction of student data for the preparation and submission of the annual Gainful Employment report.
- Perform periodic analyses of student data to ensure students are coded accurately in the student database and have campuses make corrections as needed.

**Qualifications and Experience to apply:**

**Required:**

- Bachelor’s Degree in a related field from an accredited institution
- Two (2) years of experience with educational data assessment and/or reporting
- Innovative, creative, and energetic work style
- The ability to represent NLTCC internally and externally
- Strong interpersonal skills with the ability to build relationships and to communicate with a diverse community
Commitment to diversity, equity, and inclusion
Excellent written and oral communication skills
Proficient with the use of Microsoft Excel, to include the use of pivot tables, view look up, and macros

Preferred:
- Master’s Degree in a data-related discipline such as statistics or data analytics or a research-based doctorate
- Proficient with SQL programming language
- Proficient with the use of statistical analysis software such as SAS, R, Stata, or SPSS
- Five (5) years of experience with education data assessment and/or reporting
- Supervisory experience
- Experience with Ellucian’s Banner and/or Cognos Reporting Suite

Additional Requirements:
A valid Louisiana Driver’s License
Proof of motor vehicle insurance

In accordance with NLTCC Policy #6.003, a criminal history check will be conducted on all new hires. NLTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:
Please submit resumes, transcripts and any references to the following address:

Northwest Louisiana Technical Community College
9500 Industrial Drive
Minden, LA  71055

Attn:  Human Resources

Or fax: 318-371-3325
Email: ambersaunders@nltcc.edu

Applications will be accepted until position is filled.
For more information about Northwest Louisiana Technical Community College, visit www.nltcc.edu

Northwest Louisiana Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran’s status, or sexual orientation in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. NLTCC does not discriminate in its hiring or employment practices.