



Director of Institutional Research

Recruitment #:	S2441
Review Date:	Immediate review Open until filled
Department:	Institutional Research
Salary Rate:	\$94,243 to \$110,875

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

The **Director of Institutional Research** oversees the Office of Institutional Research (IR) and implementation of key institutional research functions, including research, reporting, and support of university and senior leadership initiatives. The Director is expected to be fluent in methods and tools for data collection, analysis, and reporting, and will regularly need to exercise these skills; however, their primary role is to provide leadership for the University in continuing to build and grow a data-driven culture. The Director also drives the overall vision of the IR office by implementing effective strategies to support the centralized collection, management, analysis, interpretation, and reporting of data, information, and evidence.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications:

- Master’s degree
- 3-5 years’ Experience in institutional research or a related field
- 3-5 years’ Experience with large datasets, querying tools, and/or database programming language
- Documented experience in research, proficiency in written and oral communication skills; demonstrated ability to exercise sound judgment in decision-making. Evaluation of these skills will occur through interviews and reference checks.
- Experience in maintaining confidentiality and discretion
- Fluency with statistical analysis software (e.g., R, SPSS, SAS) and data visualization tools
- Knowledge of relevant laws, regulations, and best practices in institutional research.
- Excellent problem-solving skills
- Ability to work flexibly and effectively in a collaborative work environment

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV
4. Diversity Statement: Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.