



STATE OF ILLINOIS  
BOARD OF HIGHER EDUCATION

*Promoting An Educated Illinois*

## **Associate Director for Information Management & Research**

The Illinois Board of Higher Education (IBHE) seeks a dynamic and proactive person to work with its Deputy Director for Information Management and Research to continue to build IBHE's capacity to implement data based strategies to raise college education attainment levels in Illinois to 60% of the state's workforce by 2025. Reaching that goal requires reducing college success gaps for low income and students of color, increasing college completion of returning adults, and improving college affordability.

The IBHE is responsible for strategic planning, budget planning, academic approvals, and data collection for the Illinois higher education system. The new Associate Director will join an agency team committed to improving higher education performance and education outcomes for all of Illinois' citizens.

### **PRINCIPAL RESPONSIBILITIES:**

- Coordinates the development, implementation and assessment of data quality standards for the emerging Illinois Higher Education Information System. Helps to supervise the research staff. Provides information to and builds and maintains strong relationships with other departments within the agency, as well as external partners.
- Collects, analyzes, interprets, manages and reports data as needed to fulfill routine and/or specific internal and external requests. Works collaboratively with other units to provide data and analysis as needed to make informed decisions.
- Collaborates with division colleagues to provide both one-off and automated reports for other departments. Fosters a self-service philosophy for routine reporting and analytical needs of other departments through the development of standardized data retrieval tools.
- Works with senior staff to develop metrics to measure system and institutional effectiveness.
- Plans, performs, and analyzes studies and reports that support the agency's decision making.

### **EDUCATION AND EXPERIENCE REQUIRED:**

- Master's degree in a related field.
- Four or more years of work experience in institutional research, planning, or budgeting.

### **DESIRED SKILLS AND TRAITS:**

- Knowledge and experience with enterprise-level data systems including the ability to manipulate databases and produce analytical reports.
- Ability to create metrics that could be used in report cards and/or data dashboards.
- Competency in research design, analysis, and modeling.
- Proficiency with statistical software programs, predictive modeling, relational student information systems, and analytical research methods for problem-solving.
- Excellent organizational and project management skills.
- Strong communications skills (written and verbal).
- Ability to work in cross-functional teams.

- Substantive knowledge of higher education and P20 to Workforce issues.
- Knowledge and experience with student unit record longitudinal data systems.
- Knowledge and experience with school report cards.
- Ability to provide professional guidance and supervision for subordinates.
- Customer service orientation and a continuous improvement philosophy.
- Working knowledge of the Integrated Postsecondary Education Data System (IPEDS).
- Working knowledge of data governance, access, and use.
- Three or more years of management/supervisory leadership experience.

For full consideration, submit a cover letter, a resume or C.V. with a detailed work history and educational background, the contact information of four professional references, and a copy of college transcript(s). All application materials should be submitted by 5 p.m. on Tuesday, **March 15, 2016** to:

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