

## Moore College of Art and Design Job Posting

**Status:** Exempt

**Position:** Associate Dean of Academic Services; Director of Institutional Research

**Reports to:** Chief Academic Officer

**About Moore:** Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit [moore.edu](http://moore.edu) and follow us on social media @moorecollegeart.

**Benefits:** Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

**Purpose:** Plan, organize, staff and coordinate Academic Support Services. Collect, collate, report and file institutional data in response to requests from external agencies and in response to internal administrative and academic program needs. Update, collect and maintain data for internal and external resources. Coordinate and manage the development and execution of assessment plans within the academic areas and assist in the design and execution of assessment within administrative and student support divisions. Support and advise students including those on probation or those with documented learning differences.

**Requirements:**

- A Bachelor's degree required, masters degree preferred in education. Degree should reflect experience in research methods and data analysis.
- Minimum three years of experience in higher education with direct responsibility for managerial reports including the design/preparation/analysis of academic-related statistical surveys and compliance reporting.
- Excellent written and verbal communication skills including the ability to communicate effectively with diverse constituencies
- Strong supervision skills.
- Strong interpersonal skills
- A team-based work ethic
- Computer skills, including Excel, Microsoft Word, Power Campus or equivalent software system.
- Must be able to learn new software and to move and manipulate information from one format to another, and to develop graphical representations of information in response to specific needs.
- Basic knowledge of statistical analysis and qualitative analysis techniques
- Ability to critically analyze raw data and final reports, and to take appropriate corrective action when necessary
- Ability to work independently with a wide variety of constituencies
- Capable of maintaining confidentiality of information

**Responsibilities:**

1. Complete and file all major surveys from outside agencies, including IPEDS, Middle States Annual Profile, all PA Department of Education Surveys, and other external surveys.
2. Serve as institutional liaison to Middle States and other accrediting bodies regarding institutional questions affecting program development, compliance and accreditation.
3. Provide institutional reports and studies as necessary and required in response to needs of the academic programs and management initiatives including the collection and processing of data and reporting of results
4. Oversee course/faculty evaluations for all BFA and Graduate courses. Develop department distribution method and department specific questions. Process and distribute results to all faculty and the Chief Academic Officer.
5. Develop appropriate assessment procedures, and assist faculty with the development of new courses, learning objectives, and faculty peer evaluations.
6. Assist in developing coordinated institutional research systems within other areas of the college and provide summary reports and data to appropriate offices, staff and faculty as well as to committees as requested.
7. Assist in conducting Academic Program Reviews.
8. Assist in student recruitment and retention activities including: participating in Open Houses, attending student programming, and monitoring student academic progress.
9. Oversee the development of assessment plans, tools and surveys with Department Chairs, the Graduate Program Director or other faculty throughout the year. Maintain oversight of survey analysis.
10. Oversee section schedule processing with the Registrar's Office.
11. Serve on Academic Council as a non-voting member and serve on Retention Committee, Academic Affairs, and upon other committee/work groups/task forces as determined by the Academic Dean.
12. Oversee the classroom accommodations process for students with documented learning differences, and provide them academic resources to support their success. Serve as the college's 504 representative.
13. Serve on Academic Standards Committee.
14. Oversee Registrar's Office, Academic Advising and Academic Support Services Coordinator.
15. Oversee annual study abroad J-term opportunities.
16. Other duties and projects as assigned by the Chief Academic Officer.

**Physical Demands/Working Conditions:**

No physical demands. Office settings.

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

**To Apply:**

Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email:

[HR@Moore.edu](mailto:HR@Moore.edu).

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. To read our full compliance statement please visit: <https://moore.edu/non-discrimination-policy/>