



Wingate University **Position Description**

Position Title: Assistant Director of Records and Institutional Research

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina.

More information about the university may be found on our website:

<http://www.wingate.edu>

FLSA Classification: 12-Month, Exempt Staff

Job Summary:

The Assistant Director of Records and Institutional Research primary responsibility will be the generation and distribution of institutional, departmental, and program data and reporting, using current university software and systems. Assists and supports the Director for Institutional Effectiveness and the Registrar with data and reporting.

Primary Duties and Responsibilities:

- Creates, updates and provides internal and external institutional data, including IPEDS and the Common Data Set.
- Creates and updates dashboards using a Salesforce data analytics product called Einstein.
- Assists in developing the Institutional Research Calendar and ensures reports and data are available to constituents on time.
- Assists with Institutional Effectiveness and Assessments Reporting.
- Develops technical solutions to automate Institutional Research or Registrar processing using current, available systems.
- Coordinates external surveys such as NSSE, FSSE, BCSSE, CIRP, Etc...
- Renews NC-SARA, assists in completing insurance and membership applications, provides data for grants and proposals, and facilitates IRB requests.

Minimum Requirements:

- Bachelor's degree, Master's degree preferred in a related field with at least 2 years' experience in higher education administration, preferably in systems, IT, or institutional research.
- Knowledge of statistical software systems and/or institutional research required.

- Use of a prior dash-boarding system desired, but not required.
- Knowledge of commonly-used concepts, practices, and procedures within the field.
- Good oral and written communication skills.
- Skilled with multiple software programs including Excel, PowerCampus, EMS, ONCE, Gmail and Word software.

Salaries and benefits at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.