



OFFICE OF THE PRESIDENT

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Associate Director of Institutional Research & Data Management

The Maine Community College System (MCCS) is seeking a full-time Associate Director of Institutional Research & Data Management. The Associate Director plays a crucial role in helping MCCS Institutional Research serve the System's mission and support its strategic plan by developing, maintaining, and updating a Master Data Management (MDM) strategy for the MCCS and by conducting institutional research projects in an accurate and timely fashion.

In support of the System's MDM strategy, the Associate Director will direct system-wide data governance by guiding the discussions for data collection, data definition, data standardization, data stewardship, and the creation and maintenance of a unified vision for all institutional data. Institutional research projects include identifying key sources of accurate data and ensuring they are consistently used; procuring, preparing, and organizing data files from the colleges' student information systems and other key data sources/systems; creating and disseminating reports/dashboards; and responding to data requests. The position is responsible for the clear, understandable communication of that vision across the System and throughout college leadership.

This position will report to the Executive Director of Institutional Research and work collectively and collaboratively with college and system staff.

MINIMUM QUALIFICATIONS: Bachelor's degree in Education, Information Technology, Information Systems, Data Science or related field, and seven or more years of experience overseeing student information systems and/or information initiatives such as the management of the availability, usability, integrity, and secure use of data. Master's degree preferred.

Interested employees should submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **November 29, 2021**, to:

Associate Director of Institutional Research & Data Management Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.

MCCS is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the MCCS Affirmative Action Office, 629-4000.