

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8400  
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***KBOCC Mission Statement:*** Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

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## **JOB DESCRIPTION**

**POSITION:** Institutional Research Analyst (Full-time)

**DEPARTMENT:** Institutional Effectiveness

**SUPERVISORY CONTROL:** Director of Enrollment Management & Institutional Effectiveness

**SALARY:** Grade 12: \$19.29 - 24.13 (commensurate with experience)

**LOCATION:** Keweenaw Bay Ojibwa Community College  
Wabanung Campus  
770 N. Main St., L'Anse, MI 49946

**This position is a 4-year grant funded position with the possibility of extensions.**

### **SUMMARY:**

This position is responsible for collecting, analyzing, interpreting, and reporting data and information to inform strategic planning, enrollment management, compliance and reporting efforts, and the assessment and continuous improvement of academic programs, services, and operational effectiveness.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree focused on data science, statistics, computer science, information systems, business analytics, or other related discipline.
- Minimum of 3 years experience in education administration, institutional research or institutional effectiveness work.
- Commitment to ethical standards, integrity, and professionalism dictating the use of data.
- Familiarity with higher education research, data systems, and reporting requirements.
- Demonstrated qualitative and quantitative analytical skills.
- Effective written and verbal communication skills.

## **SKILLS:**

- Strong analytical and problem-solving skills.
- Experience working with education data systems such as Jenzabar or other student information systems highly desired.
- Proficiency in developing electronic forms, surveys, and other data collection instruments using web-based software (e.g. Qualtrics) highly desired.
- Strong analytic skills with proficiency in database software programs, such as R, Python, or SPSS, and data visualization tools such as Tableau or PowerBI highly desired.
- Meticulous attention to detail and a commitment to data accuracy, with strong organizational and time management skills. Ability to manage multiple tasks and priorities simultaneously.
- Understanding of institutional research methodologies, accreditation standards, and compliance with higher education requirements.
- Ability to present and communicate complex data in a clear and understandable manner.
- Collaborative and team-oriented approach, with the ability to work effectively with cross-functional teams and stakeholders and participate in consensus building and group facilitation processes.
- Knowledge of human subjects research and Institutional Review Board.
- Commitment to diversity, equity, and inclusion in institutional research and data practices.
- Proficiency in Microsoft Office and data management software, tools, and technologies.
- Must be able to lift 50 lbs. and ability to bend and ability to stand for long periods of time.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Actively engage the Anishinaabe identity and mission of KBOCC by modeling cultural values and integrating language in programs and services.
- Collect, organize, and manage institutional data from various sources to gather information on student outcomes, enrollment trends, and other key institutional metrics, and to ensure accuracy, consistency, and accessibility.
- Support the development and maintenance of data stewardship and governance policies and procedures to ensure the quality, integrity, security, and sovereignty of the College's data assets.
- Maintain and update databases to ensure the accuracy and integrity of institutional data.
- Develop and manage survey tools.
- Conduct statistical analyses, generate reports, and data visualizations to support institutional research efforts and decision-making.
- Supports data analysis for institutional research projects, program evaluation, and/or ad hoc requests from institutional units.
- Manage and fulfill requests for institutional data by various stakeholders, including administrators, faculty, and external agencies.
- Ensure compliance with applicable external reporting requirements related to institutional data.

- Collaborate with institutional leaders to identify key performance indicators and benchmarks for assessing institutional effectiveness.
- Develop and administer surveys and other instruments to collect feedback from students, faculty, staff, and community stakeholders and analyze results to identify areas for improvement and track trends over time.
- Provide training and support to faculty and staff on data collection and reporting processes and develop resources that assist in building data literacy across the institution.
- Support the development and implementation of the College's strategic plan through data-driven insights.
- Support accreditation and program review processes by providing accurate and timely data for reports and data requests.
- Stay informed about current trends, research, and best practices in institutional research and data analysis through professional development activities, conferences, and networking opportunities.
- Evaluate the effectiveness of institutional research functions and services to identify areas for improvement.
- This position requires travel.
- Other duties as assigned.

#### **PRE-EMPLOYMENT TEST:**

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- Crimes of violence
- Sexual assault
- Exploitation
- Contact with or prostitution
- Crimes against persons
- Offenses committed against children
- Child abuse or neglect
- Molestation

#### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of Native American descent.

#### **VETERAN PREFERENCE:**

Preference will be given to qualified veterans (DD214 required).

**APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of reference, and official transcripts/certifications to:**

Keweenaw Bay Ojibwa Community College  
Attn: Human Resources  
770 N. Main St.  
L'Anse, MI 49946

Or via email to: [hr@kbocc.com](mailto:hr@kbocc.com)

**Closing Date: Internally posted until May 20, 2024.**

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty*