

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Professional Services Specialist 4, Admin NE – Institutional Research Specialist (Classified)

Requisition Code:

492774

Location:

Galloway – Main Campus

Job Category:

Professional

Department:

Strategic Planning & Effectiveness

Salary:

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F 9:00a-5:00p or T-F 8:00a-5:15p

Posted Date:

9/19/2023

Close Date:

10/10/2023

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout Southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. The University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Division Executive approval depending on operational need.

Brief Job Overview/Summary:

Stockton University is seeking a team-oriented, motivated individual with interest and experience in the fields of business analytics, data analytics, computer science, information systems, and/or institutional research. The candidate must be a collaborative team player who can consistently provide first-rate service while managing and prioritizing a dynamic workload. Reporting to the Director of Institutional Research, the person will be responsible for undertaking various data projects and reports that will use large datasets requiring data extraction from various databases. This position will also be responsible for completion of the annual data collections for nationally recognized external agencies, such as US News, Peterson's, Princeton Review, etc.

Descriptions of Essential Duties/Responsibilities:

- Serve as a collaborative member of the Institutional Research Team.
- Prepare annual data collections for nationally recognized external agencies, as well as other ad hoc survey data requests.
- Assist the Director in the administration of institution-wide surveys being led by the Office of Institutional Research.
- Support academic departments in internal survey administrations on Qualtrics and preparation of data collections and analyses.
- Analyze data from the University's systems and publicly available sources to create reports and dashboards for campus stakeholders. Reports and dashboards may include tables, charts, executive summaries, and/or other items as needed.
- Work with data sets, including extracting, merging, cleaning, and transforming data to meet reporting needs.
- Assist the Director in fulfilling internal and external data requests.
- Use creative problem-solving, advanced data science, and statistical analysis to develop solutions that match unique project needs.
- Produce clear written reports and guides.
- Serve on standing committees and ad hoc groups as requested by the Director and/or Chief officer for Strategic Planning & Effectiveness.
- Perform other duties as assigned by the Director and/or Chief Officer for Strategic Planning & Effectiveness.

Required Qualifications:

- Software – Microsoft Excel, Microsoft Access, Argos (or similar report writing tool).
- Bachelor's degree in Computer Science, Information Systems, Data Science/Analytics, Statistics, and/or a related field.
- One (1) year of experience in one or more combination of the following: data processing, statistics, data science/analytics, installation and maintenance of application programs, survey design, and/or computer information systems.
- Ability to provide consistent, high-quality customer service to a variety of internal stakeholders, ranging from senior leaders with advanced statistical expertise to divisional colleagues with basic familiarity.
- Experience working with enterprise-level data across multiple functional areas.

- Knowledge of the principles and techniques essential to performance of the specific responsibilities assigned.

Preferred Qualifications:

- Software – SPSS, Ellucian Banner, Microsoft Power BI, or Tableau.
- Ability to organize assigned work, analyze problems, and develop appropriate work methods.
- Ability to develop materials for publication.
- Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to establish and maintain cooperative working relationships with other staff or organizations.

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the “apply” button.

SAME Applicants: If you are applying under the NJ “SAME” Program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833)-691-0404.

Only electronic documents will be accepted. **Please complete the online application and include three professional references in addition to the following required documents.** All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments.
- Current resume or curriculum vitae.
- Unofficial transcripts

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Please note:

- Stockton University is an equal opportunity institution encouraging a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault, and harassment) in all of its educational programs and activities. Please visit https://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday-Friday between 8:00a-5:00p.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.

- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information, and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or call 609-652-4390, to request that a copy be sent via postal mail.