## Job Description

**Job Title:** Institutional Research Manager  
**Job ID:** 1608  
**Location:** Lehman College  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

### GENERAL DUTIES

Manages College institutional research programs and studies related to the College's mission.

- Develops relevant, timely and accurate institutional information to administrators, the college community, the external community, and external agencies.

- Defines and implements research studies, designing and conducting data analyses and analyzing and interpreting results.

- Researches, develops and recommends policy analyses relevant to anticipated institutional planning, policy, and decision-making needs.

- Participates in college-wide strategic planning, institutional effectiveness and outcomes assessment tasks.

- Respond to data, table and report requests from college constituencies.

- Manage surveys, questionnaires and other data-gathering instruments administered by the Office.

- Manages a library of institutional planning and research documents.

- May consult with faculty and students in the design of databases for research projects

- Performs related duties as assigned.

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### CONTRACT TITLE

Higher Education Associate

### FLSA

Exempt

### MINIMUM QUALIFICATIONS

Bachelor's Degree and six years' relevant experience required.

### PREFERRED QUALIFICATIONS
CUNY or Oracle/Peoplesoft experience preferred but not required.

COMPENSATION
Commensurate with experience.

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
In addition to applying online through CUNYfirst, please send cover letter and resume with names of three references by the closing date to:

Susanne Tumelty
The Office of Institutional Research
Shuster Hall 306
Lehman College
250 Bedford Park Blvd. West
Bronx, NY 10468

Anyone who has previously applied is encouraged to reapply.

CLOSING DATE
Open until filled. (Search reopened)

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