William V.S. Tubman University (TU) is Liberia’s second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Sciences; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University’s teaching, learning, research and community service mission, TU is seeking qualified candidates for the following positions:

**Position:** Director for Institutional Research  
**Duty Station:** Harper, Maryland County  
**Minimum Qualification:** Master’s Degree  
**Commencement of Employment Period:** April 1, 2015  
**Closing Date for the Submission of Application:** Open Until Filled  
**Salary and Benefits:** Commensurate Salary, Group Transportation when available, and Relocation Allowance and Medical Insurance

**Institutional Researcher– Job Requirements**

The candidate must have a Master’s Degree in Statistics or other related field; and three years of working knowledge in institutional effectiveness. (S)he must be able to perform and coordinate research functions at the University: gathering data from all sectors of the University to measure the institution’s effectiveness in meeting its mission, goals, and objectives. (S)he must also provide leadership for research on institutional standards; academic programs; student experiences and characteristics; administrative analysis; institutional success and progress rate; financial costing and implications; admissions; classroom effectiveness; and other research inquiries as may be necessary for policy formulation, decision making, internal and external reports. The candidate must have excellent written and oral communication skills; must be a team player and willing to learn.

This position reports to the Vice President for Institutional Advancement

**Skills:**

Proficiency with spreadsheets, database manipulation, statistical / query tools software, such as MS Excel, MS Access, SPSS; MS Word,
Job Duties and Responsibilities:

- Develops and performs collection, compilation, and analysis of inquiries relating to all aspects of the institution, including data for use in evaluating students, courses, programs, and institution effectiveness;
- Manipulates, extracts, and analyzes data from collection, or from other internal and external sources, as they relate to the institution;
- Verifies integrity of internal data up to the institutional level for reports to policy and/or decision makers;
- Responsible for the design, collections, analyses, and reports; and the safekeeping of institutional research data, reports on key indicators for enrollment; graduation; retention; gender graduation rate; success and progress; and student learning outcomes and institutional trends;
- Develops, coordinates and publishes the University’s annual data fact book, also known as the Annual Statistical Abstract or Fact Book, as well as the Fact Sheet of quick data;
- Coordinates the University’s participation and collection of data and data in national and international research related studies; ensures compliance with reporting requirements of the National Commission on Higher Education, and other legalizing entities, including activities leading to and maintaining accreditation;
- Provides consultation to relevant University staff on research methodology, data management, data analysis and interpretation; advises relevant bodies, including the President’s Cabinet and Council, on data assessment trends;
- Coordinates continuing research studies in the areas of budgeting, staffing, facilities, and student needs, in conjunction with relevant administrators; and presents research results to appropriate bodies;
- Establishes and maintains integrated working relationships with other Universities to develop and disseminate shared databases; and
- Perform other duties as assigned by your supervisor.

The ideal candidate must submit the following materials:

1. A letter addressing key areas of the position and how the candidate’s experience and expertise would benefit the University
2. A cover letter
3. CV
4. Copy of degree or transcript
5. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr; or The Human Resource Office
W.V.S. Tubman University Harper, Maryland County Monrovia Office: Congo Town Back Road (Joseph Tate’s Compound