Position Title: Coordinator, Institutional Research
FLSA Classification: Exempt, 100% FTE, 12-month schedule of duties
Reports To: Director, Office of Mission Initiatives & Institutional Planning
Primary Function: Coordinates the collection of data and collaborates with administration, faculty and staff to provide data for decision-making and program evaluation.

**ESSENTIAL DUTIES:**

**Database**
- Develop and maintain SHS Institutional Planning Database and collaborate with other internal database operators to maintain data integrity
- Prepare a variety of narrative and statistical lists, records, and reports related to ongoing, longitudinal evaluation and renewal of key unit functions and programs, e.g., admissions, enrollment, graduation, demographics, student academic performance, instruction and course evaluation, community climate, student life programming, and athletic programming.
- Provides data analysis for school projects as assigned by Director of Institutional Planning
- Oversee protocols to ensure accuracy of data entry and security in internal databases, including ability to compare data and identify errors/discrepancies/anomalies

**Institutional Research and Program Evaluation**
- Collaborates with administrators to design surveys and to develop metrics for school programs and institutional progress
- Creates models for systematic program evaluation using logic models/theory of change models
- Conducts data analysis and helps to interpret results
- Creates slides for presentations
- Reports results to various stakeholders when appropriate

**ADDITIONAL RESPONSIBILITIES:**

**Educational Research**
- Research current trends in educational programming and best practices
- Produce reviews of literature on educational issues as requested by administrators
- Stays current on independent school norms as they relate to key institutional benchmarks
- Perform online computer research to maintain knowledge of national, regional, and local educational data sources; maintain an awareness of the major professional educational journals that routinely publish research findings; maintain an awareness of useful sources that allow the school to make productive benchmark comparisons or standards

**REQUIRED QUALIFICATIONS:**
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior based on it
- Must have a Bachelor’s degree or higher and experience working in an educational institution
- Experience with database management, survey design, statistical analysis and data visualization
- Demonstrated facility with one or more of the following statistical analysis programs: SPSS, R, STATA, SAS, SQL and Google products, excel, PowerPoint, etc.
- Experience designing and presenting information to leadership teams / team members.
- Proficient at developing professional relationships within the school and the community to enhance MIIP objectives and goals
- Experience in the use of technology in research, document organization
- Demonstrated leadership and facilitative skills
- Excellent verbal and written skills, as well as outstanding interpersonal skills
- Ability to work well with colleagues; willingness to be an active, enthusiastic member of the SHS community

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**
- Must be able to hear and speak to exchange information in person and on the phone.
- Works in a fast paced environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- Must be able to operate standard office equipment
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30lbs
- Work primarily in a traditional climate controlled office environment and intermittently in outside weather conditions, including extreme heat and cold typical to the central Peninsula region of the Bay Area

**Employment**
This position offers competitive compensation and health and welfare benefits subject to plan parameters, including but not limited to medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

**To Apply**
To apply online send a resume and cover letter to hr@shschools.org and indicate Institutional Research 2020-21 in the subject line of the e-mail. You may also mail your resume and cover letter to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: Institutional Research 2020-21