

# STATE OF COLORADO



DEPARTMENT OF HIGHER EDUCATION  
*Colorado Commission on Higher Education*

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## **Director of Research and Information Management**

The Colorado Department of Higher Education (DHE) invites applications for the Director of Research and Management to direct DHE's research, data collection and analysis, reports, accountability system and other projects.

### **Key Responsibilities include:**

- Manage, in collaboration with the data base administrator and web administrator, the collection, storage, analysis, and dissemination of statistics and other information related to postsecondary education in Colorado.
- Direct the timely collection and revision of Student Unit Records Data System (SURDS) SURDS files from the Colorado public institutions required to comply with the Colorado Commission on Higher Education (CCHE), state and federal reporting mandates;
- Generate reports which support research and policy development for DHE, CCHE, and postsecondary education and advise DHE staff on research design and data use to support their policy initiatives;
- Ensure that accuracy and integrity of the information, data and reports generated from the SURDS collection process and adhere to FERPA, HB03-1175, and other student right to privacy mandates.
- Support, in collaboration with the web administrator, the design and implementation of the SURDS internet web-based data submission system which processes 7.5 million records per year and provides users with a real time descriptive report of submitted data.
- Oversee compliance with Title IV of the Higher Education Act of 1965, Title IV & VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, by directing the submission of data to the National Center for Educational Statistics (NCES) and to the Integrated Postsecondary Education Data System (IPEDS).
- Coordinate the SURDS system and NCES/IPEDS systems for CCHE and the State of Colorado.
- Serve as primary liaison to staff at public institutions on SURDS and IPEDS related issues.
- Chair the Data Advisory Group (DAG) and the SURDS Advisory Committee (SAC).
- Conduct data collection, data analysis and research related to the state's higher education accountability system.

- Assist with development of policy options through collecting, analyzing and reporting of relevant data; mining existing data for a variety of uses. (Areas may include student transfer, retention and completion; learning outcomes; employer satisfaction; longitudinal research on student outcomes.)
- Design and implement research studies and work with external constituencies to collect pertinent data and develop appropriate analysis techniques.
- Administer other projects related to analysis and development of programs as well as regulatory and audit functions performed by the agency.

**Requirements include:**

The Director of Research and Management must possess: a broad understanding of research and statistics relevant to higher education; a combination of organizational and research skills as indicated by at least a master's degree in higher education, evaluation, statistics, social sciences or other pertinent subject area; demonstrated experience in working in a team environment of mutual respect and collaboration; strong problem-solving skills in analyzing data from multiple perspectives and in a variety of combinations; the ability to operate effectively in a variety of politically sensitive settings. Essential knowledge, background, competency and skills for the position include:

- Facility with statistical analysis software, including SPSS, Excel and Access;
- Facility with statistical analysis techniques, both descriptive and inferential, quantitative and qualitative;
- General knowledge of quantitative skills applicable to research in postsecondary education, including the ability to apply statistical techniques to data as appropriate and evaluate data validity against established standards;
- General understanding of higher education processes, variables and data;
- Excellent oral and written communication skills;
- Demonstrated report writing experience;
- Advanced knowledge of database design and development techniques, including data mining;
- General knowledge of higher education legislation and policy at the federal and state levels.

The position reports to the Chief Academic Officer.

The Colorado Department of Higher Education is a cabinet-level state agency and through its own authority and through the Colorado Commission on Higher Education exercises oversight and coordinating responsibility for the ten higher education governing boards that cover 26 institutions of higher education. The agency serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, remediation, completion rates, financial aid, and trends.

Please submit cover letter, salary requirements and resume to:

Cynthia Langan  
1801 Broadway, #360  
Denver, CO 80202  
[clangan@college-assist.org](mailto:clangan@college-assist.org)

Interviews will be scheduled as appropriate. Candidate finalists will be asked to supply contact information for three references who can speak to the candidate's qualifications and professional accomplishments. Candidates will be responsible for interview related expenses.

Review of applications will begin immediately and will continue until the position is filled.

**Affirmative Action/Equal Opportunity Employer**