



Associate Provost of Institutional Research and Effectiveness

Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago's northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University's core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its staff and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, and People of Color regardless of gender.

MISSION

The mission of North Park University is to prepare students for lives of significance and service through education in the liberal arts, professional studies, and theology.

VISION

Building on our core institutional identity—Christian, city-centered, intercultural—our vision is to create a university of uncommon character and enduring excellence, where faith, learning, and service meet.

North Park University is located in the Albany Park neighborhood of Chicago, one of the most ethnically diverse zip codes in the United States. It is nine miles from downtown Chicago. The North Park campus has often been referred to as an oasis in the heart of the city – a place where students from urban, rural, and suburban backgrounds alike can call home. And all of this within the major metropolitan backdrop of Chicago: one of the world's largest and most diversified economies, renowned for its museums and music, and voted best large city in the U.S. for four years in a row by Condé Nast Traveler.

Department: Provost Office

Reports To: Provost

Position Summary:

The Associate Provost for Institutional Research and Effectiveness is responsible for (1) advising the campus community in data-driven decision-making as requested for advancing the strategic goals of the university (2) coordinating the university's academic assessment process, (3) assisting in accreditation requirements for the institution. The position is housed in the Provost's office but works in collaboration with key departments across campus, closely advising the senior leadership team as well as North Park Theological Seminary (NPTS).

Responsibilities:

- Assists in creating and implementing a “culture of continuous improvement” and a “culture of assessment and documentation” related to overall institutional effectiveness
- Serves as central resource for institutional data and a key partner in the development and monitoring of strategic indicators.
- Advises the Provost and senior staff on data needs for planning and evaluation purposes and on developments in the external environment that have a bearing on the institution’s mission, goals, and initiatives.
- Compiles, collects, organizes, enters, computes, analyzes, interprets, and verifies accuracy and completeness of data used to include: generating reports, charts, graphs; providing recommendations, information and/or data for decision-making, planning and institutional effectiveness.
- Oversees the College’s external reporting, which includes serving as the Keyholder to the Integrated Post-Secondary Education Data System (IPEDS).
- Assists in developing and overseeing the college assessment of student learning, in collaboration with the divisional deans, program chairs, and faculty committees
- Works with Enrollment Services, Student Engagement, and the Registrar to track enrollment, retention, student success, and graduation trends.
- Establishes and maintain a regular cycle of university assessment
- Collaborates with faculty and staff, departments, offices, and programs (instructional and non-instructional) in routine or special projects to develop and design tools for data collection, survey administration, and summarization of the findings; this includes a robust annual and comprehensive academic program review
- Assesses institutional outcomes and contributes to reporting for Higher Learning Commission (HLC) accreditation
- Under the direction of the Provost, the Associate Provost will aid the university in its preparation for accreditation documents as appropriate
- Prepares and submits external reports on a timely basis
- Develops and updates the college’s statistical profile (i.e., fact book)
- Responds to internal and external surveys, reports and analysis requests and to ad hoc inquiries
- Manages the course evaluation process in coordination with other departments

Essential Qualifications:

- Minimum: Master's degree in relevant field of study such as statistics, mathematics, business or other related discipline
- Five to seven years' of increasingly progressive experience involving statistical research, review, analysis, interpretation and reporting required
- Utilize Microsoft Office (Word, Access, Excel, Outlook, PowerPoint)
- Possess extensive knowledge of critical data analysis and reporting tools, including SQL, statistical analysis packages (such as SPSS, SAS, R) data visualization tools (such as Microsoft Power BI or Tableau) and other appropriate alternative software to the extent required to effectively perform the essential functions of the position.
- Familiarity with Ellucian Colleague or similar Enterprise Resource Planning Software, in addition to Datatel and Informer
- Advanced knowledge of relational database programs
- Demonstrated success using data resources to compile information that supports administrative planning and decision-making
- Knowledge of qualitative and quantitative research methods, particularly statistical and survey methods
- Experience in a college or university institutional research or institutional effectiveness office or a similar administrative information support service
- Demonstrated success in the areas of staff development, performance management, project management and client management
- Proven ability to effectively guide/lead a diverse team
- Excellent written and verbal communication skills, including experience presenting research results to administrators and/or other non-specialist audiences
- Demonstrated ability to work with students, faculty and staff from a wide range of social and cultural backgrounds
- Communicate effectively using a variety of styles and techniques appropriate to facilitate inquiry, inform or persuade the intended audience.

Application Process

Interested applicants should review the North Park Staff Application and submit:

1. A detailed cover letter addressing the expectations of the position.
2. a written statement that describes your understanding, experience, and commitment to North Park's three core identities of being Christian, city-centered, and intercultural; and describes your faith journey and how it aligns with the mission and values of the University.
3. a current curriculum vitae (CV).
4. a list of three professional references with contact information and a brief description explaining the working relationship of each to the applicant.

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.