

POSITION ANNOUNCEMENT

PART-TIME INSTITUTIONAL AND MARKET RESEARCH SPECIALIST

THE POSITION: This is a great opportunity for a graduate student who is interested in working part-time while completing his/her Master's degree or Ph.D. Under administrative direction of the Vice President for Academic Affairs, the Institutional and Market Research Specialist is responsible for management of a Claremont Lincoln University institutional research program, providing leadership in the conduct of analytical studies on all facets of the University's online operations and all other activities and program development as assigned.

QUALIFICATIONS: This position requires a Bachelor's degree in business, mathematics, social sciences, economics, education, computer science or other scientific/analytic field from a regionally accredited college or university. A minimum of two years' experience at post-secondary education level with descriptive and inferential statistics, computer applications, large data bases, and statistical packages is also required. The ideal candidate will have knowledge of the Integrated Postsecondary Education Data System (IPEDS) and National Center for Education Statistics (NECS) reporting and survey tools and requirements as well as knowledge of WSCUC region and other accreditation organizations' expectations concerning student learning assessment requirements. CLU is also looking for excellent analytical, interpersonal, written and oral communication skills with the ability to shape complex information into presentations that are understandable to diverse audiences, demonstrated experience utilizing data and research to identify and make recommendations on institutional issues, knowledge of basic statistical theories and principles, the ability to interpret and make meaning of data and research findings, and demonstrated ability to independently conceive, design and conduct research using statistical techniques.

BENEFITS: Part-time employees are eligible to participate in CLU's retirement plan earning up to an 8% employer-paid match in addition to accruing paid time off (PTO). A highly competitive benefits package is available once this position transitions into full-time status.

HOW TO APPLY: For a more details regarding this position and other open positions, please visit our website at www.claremontlincoln.edu and search job openings. Interested candidates should submit a cover letter and resume or CV to hr@claremontlincoln.edu. CLU is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring employee, student and graduate success. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.

OUR MISSION: The mission of Claremont Lincoln University is to be a place where students learn how to treat others as they would like to be treated. Students learn the skills through our online programs necessary to understand differences among religions, governments, other organizations, and individuals; how to respect those differences; and how to cooperate and collaborate with those of different viewpoints to resolve problems between them peacefully without violence. Our students will integrate self-knowledge with critical perspectives and contemporary skills to create sustainable social change – how to implement the golden rule. Claremont Lincoln University embeds the golden rule in the Claremont Core® which teaches the skills of mindfulness, dialogue, collaboration, and change.