

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Human Resources

NOTICE OF VACANCY

Position Title	Executive Director of Institutional Research and Project Management
Salary	\$70,000–\$90,000 annually; dependent upon experience
Reports To	Vice President of Academic Affairs
Benefits	USAO offers a comprehensive benefits package including retirement, health, dental, vision and life insurance.
Position Type	Full-time FLSA Exempt
Hours	Monday–Friday, 8:00 AM–5:00 PM; flexibility outside of normal work hours may be required (if needed)
Start Date	July 15, 2026

Position Summary

The Executive Director of Institutional Research and Project Management advances institutional effectiveness and project management across Academic Affairs. Through strategic initiatives, operational excellence, and data-informed decision-making, this position provides high-level project management and operational support to academic leadership, overseeing complex projects that span multiple schools, departments, data, and stakeholders. The Executive Director develops and manages project plans, timelines, workflows, and reporting mechanisms to ensure successful execution of institutional priorities. The role is responsible for analyzing and interpreting data, ensuring the completion of data projects, assisting with technological advancements and software for efficiency, and supporting workflows to streamline operations. Additionally, the Executive Director serves as a central resource for communication, process improvement, and institutional effectiveness across the operations of Academic Affairs.

Essential Duties & Responsibilities

The following essential duties and responsibilities are some of but not all the expected duties and responsibilities of the position.

- Provide project management support for Academic Affairs leadership, including the Vice President for Academic Affairs, deans, schools, directors, and academic departments
- Organize and facilitate communications among faculty, staff, administrators, and external stakeholders
- Utilize and operationalize institutional systems and software to automate and streamline processes and procedures
- Assist with projects related to scheduling, workload, analysis, enrollment, strategic initiatives, and other academic processes and special projects as needed

- Assist with researching and strategizing institutional systems and software for the effectiveness of the university
- Craft data narratives and inform leadership of data analysis and data trends
- Collaborate with institutional departments to ensure compliance with policies, procedures, and accreditation requirements, as well as state and federal reporting
- Assist with budget monitoring and reporting for Academic Affairs and departmental initiatives
- Coordinate interviews and communication with candidates in academic and faculty roles during hiring processes
- Develop and maintain automated processes for functions in Academic Affairs
- Lead technology adoption and process automation initiatives in Academic Affairs
- Provide strategic leadership and direction for the institution's research, assessment, and data analytics functions
- Direct the collection, analysis, interpretation, and dissemination of institutional data to support decision-making
- Share findings and promote a data-driven approach for collaboration and performance metrics, including lead and lag measures
- Develop and maintain institutional research methodologies, reporting systems, and performance indicators
- Lead the preparation and submission of federal, state, accreditor, and other mandated reports and support accreditation processes through data collection, analysis, documentation, and reporting
- Ensure the accuracy, integrity, security, and confidentiality of institutional data
- Design and produce dashboards, scorecards, and reports that support strategic planning and institutional effectiveness
- Collaborate with senior leadership to identify data needs and provide actionable insights for organizational improvement
- Conduct trend analyses, forecasting, and predictive modeling related to enrollment, retention, completion, and other key performance measures
- Coordinate institutional participation in benchmarking studies, surveys, and external data reporting initiatives
- Supervise employees as assigned
- Perform other duties as assigned

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree
- Minimum of 3 years of experience in a related field
- Strong critical thinking skills
- Ability to manage projects efficiently and professionally
- Experience with analyzing, synthesizing, and presenting data

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Master's degree
- Professional certifications relevant to the position
- Experience in higher education
- Experience with student information systems, queries, and institutional reporting

SKILLS & ABILITIES:

- Ability to prioritize multiple projects and deadlines in a fast-paced environment
- Strong attention to detail and commitment to accuracy
- Excellent interpersonal and relationship-building skills

- Ability to work independently and collaboratively with diverse stakeholders
- Strong analytical and problem-solving capabilities
- Commitment to supporting academic excellence and institutional effectiveness
- Ability to compile and share data with internal and external stakeholders
- Ability to compile data for federal, state, and institutional reporting
- Ability to craft narratives about data for leadership, administration, and stakeholders
- Ability to ensure the accuracy of data
- Ability to utilize predictive analytics
- Ability to monitor and track performance metrics
- Ability to build queries and reports
- Ability to run complex statistical analyses

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit and stand for periods of time. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- May require participation in campus events.

SUPERVISORY DUTIES:

Student workers (as needed), departmental staff, and Institutional Research Office

How to Apply

Complete the USAO application at usao.edu/about/personnel.html. When completing the USAO application, please attach:

- A letter of interest
- Detailed resume
- Three (3) professional or academic references
- Any necessary transcripts

About USAO

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with

strong offerings in the liberal arts and sciences.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma (USAO) is committed to providing equal opportunity in all university programs and activities. In compliance with all applicable federal and state laws and regulations, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, and other applicable laws, USAO does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, age, religion, disability, genetic information, or veteran status in its employment practices, educational programs or services, activities, admissions, policies, practices or procedures.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.
