



Job Class: MnSCU Administrator 5 – Job Posting JR0000003697
Working Title: Associate Director of Research

Who May Apply: Open to all qualified job seekers

Date Posted: 11/25/2025

Closing Date: 12/05/2025

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Academic Student Affairs

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$87,098 - \$139,466/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220: Administrators Plan

FLSA Status: Exempt

[Connect 700 Program Eligible](#): No

Job Summary

Telework availability and options will be negotiated at time of hire.

This position will be responsible for fulfilling all aspects of Federal and state institutional research reporting, including primarily IPEDS submissions. Working closely with the Assistant Vice Chancellor for Academic and Student Affairs Operations, the Senior Research Analysts, System Office functional area personnel and campus IR staff, this position will assess potential sources of enterprise reporting data needed to fulfill reporting requirements and supervise the production of accurate and durable reporting files that will fulfill identified aspects of IPEDS reporting. Additionally, this individual will design and support data validation, troubleshooting of processes and individual data fields as needed. This position will serve as a national expert on IPEDS and may be assigned to internal or external work groups for the furtherance of this reporting as needed. As such, the individual in this role will provide definitive expertise for these content areas to all information technology, data governance and enterprise reporting efforts that use these metrics, data or definitions.

This position will also provide periodic and on demand information statistical reporting on term metrics using existing record types to continue trend reporting as terms progress for Minnesota State leadership and communications personnel. This individual will also provide data to bond rating agencies such as Moody's using methods applied in the past to provide continuous and uninterrupted metrics for Minnesota State objectives. This individual will also serve as the first responder for emergency requests on identifying students who may be involved in high profile incidents, upon whom the Chancellor and Executive leadership are asked to comment.

Minimum Qualifications

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Master's degree

Type and Length of Experience:

- Five (5) years of experience in demonstrated ability to conduct sophisticated and highly complex research and analysis from project design to report construction.
- Two (2) years of experience with IPEDS data and reporting, to include developing institutional operational definitions to apply to IPEDS definitions and providing data.
- Demonstrated expertise in querying data from large and complex relational data sets (e.g., using tools such as TOAD, SQL queries, Access, etc.).
- Familiarity with federal and state data privacy and data practices requirements, i.e. FERPA, HIPAA.
- Demonstrated experience in designing data validation appropriate to the timing of data abstraction and census events, operational definitions and appropriate data sourcing.
- Demonstrated understanding of factors influencing higher education student enrollment and success.
- Ability to clearly communicate information, orally and in writing, to lay persons and professionals and able to work effectively with leadership at all levels throughout the organization.
- Demonstrated ability to work independently and in teams.

Preferred Qualifications

- Doctoral or other post-master's degree

Type and Length of Experience:

- Seven (7) years of experience in demonstrated ability to conduct sophisticated and highly complex research and analysis from project design to report construction.
- Two (2) or more years of experience specifically as an IPEDS Keyholder, Coordinator or State Coordinator at more than one level of institution (associate, baccalaureate, graduate, etc.).
- Experience with staging and uploading data such as that for IPEDS, OHE or similar, or use of the National Student Clearinghouse Student Tracker.

- Experience and expertise in developing and implementing reporting techniques for institutional research, student success and/or enrollment management at the postsecondary level.
- Experience with visualization/reporting software such as Tableau, SAS Visual Analytics or PowerBI.
- Experience in institutional research at the campus level or in working with teams from multiple functional areas in postsecondary education to perform research or evaluation.

Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <https://www.minnstate.edu/system/working/relations.html>

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit our web page: [Working at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical (\$38.50 per month single and \$262.66 per month family) and dental insurance with low deductibles (\$400 - \$800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

External Applicants:

Applicants not currently employed by Minnesota State can access the job posting and apply through: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/Mnscu-Excluded-Administrator-5---Associate-Director-of-Research_JR0000003697-1.

Internal Applicants: All current Minnesota State employees will need to log in to [Workday](#) to apply for this position. Employee should search for “**Browse Jobs – Employee**” in Workday via the search bar at the top to view the opening.

Contact

Shane Moore

Email: shane.moore@minnstate.edu

Phone: 651-273-3967

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.