UNIVERSITY MISSION

The mission of Kansas State University is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

THE OPPORTUNITY

This is an extraordinary opportunity for a highly accomplished institutional research leader to establish a department of Institutional Research in a public R1, land-grant, university comprised of four campuses and a foundation. The University serves over 22,000 students.

As the Founding Associate Provost, the position requires a data driven strategist to design, develop and lead this new department as the University engages in innovative approaches to enrollment management, university budget model, and data-driven decision-making. The ideal candidate is tech savvy with a deep understanding of the latest practices in data analysis and interpretation within a complex, decentralized research institution.

This position requires a skilled team builder and mentor with impeccable communication skills to act as a data ambassador across the University. As the University pivots to a more data-driven model, the Associate Provost for IR will work across campus to understand the underlying data principles and help all constituents achieve data consistency and accuracy for timely and reliable decision-making.

This position reports to the Provost and Executive Vice President.

Job Purpose:

The Associate Provost for Institutional Research (IR), a newly-created position, is the chief institutional research (IR) officer for the university and will lead the Office of Institutional Research (OIR) as K-State works to establish a robust IR capacity. The Associate Provost for IR will be responsible for ensuring development and implementation of an institutional data strategy that transforms and promotes institution-wide use of data and analytics for informed decision-making throughout the University. The associate provost will work collaboratively to understand stakeholders and their decision-support needs; collect, analyze, interpret, and report data and information; and support operational, budgetary, enrollment, and strategic planning, program review, accreditation, and the effective use of resources.

Working closely with the Provost, Chief Information Officer, and other senior leadership across the four campuses and eight colleges, the Associate Provost will play a critical role in the success of these initiatives as part of a new leadership team and structure being formed to meet changing needs in dynamic regional and national education markets. This role requires an ability to build a K-State institutional research approach with a fresh, relevant, and up-to-date perspective that reflects the latest research and thinking in university institutional research.

Core Duties and Responsibilities:

Management and Leadership of the Office of Institutional Research

The Associate Provost oversees the newly established Office of Institutional Research (OIR) and its areas of responsibility, including planning, organizing, and managing resources, people, and activities effectively to achieve results. The Associate Provost will lead the OIR as it meets new institutional challenges for analytics and continuing responsibilities supporting assessment and institutional reporting within the university and to regulatory bodies.

Data Stewardship and Management

The Associate Provost will serve as a liaison to data stewards and sources across the university and oversee efforts to combine and aggregate data resources and connecting disparate pieces of information to create an institution-wide perspective. The Associate Provost and OIR will manage institutional data for a wide range of uses: budget and financial planning, enrollment projections, student retention and success, federal and state reporting, regional and specialty accreditation reporting, assessment of program outcomes, salary analyses, and other projects. This individual will advocate both for data users and for further developed data systems and structures as the university creates more sophisticated tools for decision-making. The Associate Provost will play a leadership role in the development of the data systems the university employs to provide data and analytics information critical to institutional decision-making.

Analysis and Reporting

The Associate Provost will oversee the creation of data analysis, analytical studies, and institutional reports in response to Federal, State, and local entities, accreditation and external funding requirements, and internal requests for standard and ad hoc reports. The position is responsible for serving as the central clearinghouse for university-wide reporting.

Communication, Education and Training

The Associate Provost will create coaching and professional development opportunities for information producers, users, and consumers across the university to enhance the capacity for data-informed decision-making throughout the institution. The position will develop presentations in a variety of formats to communicate data to the university community, including creating access points and facilitating the use of reports to promote data driven decision-making.
**Educational Requirements**

- Master’s Degree in social science, statistics, research methodology, higher education, or a related discipline

**Required Qualifications:**

- Minimum of five years of progressively responsible experience in institutional research and assessment, with experience in statistical modeling, evidence-based decision support, analytics, data curation, and/or related consulting experience.
- Demonstrated sophisticated understanding of effective, appropriate and rigorous institutional research and assessment in the current higher education context.
- Proven skills in best practices using technology for data analysis and communicating results.
- Exceptional communications skills, both in written form and in data visualization with demonstrated ability to translate data analysis into usable information for all levels of consumers for decision-making, policy analysis, and reporting.
- Excellent leadership and management skills with the capacity to work and communicate productively with multiple stakeholders and perspectives to collaboratively address complex data and analysis needs.
- Demonstrated record of successful supervisory experience and leading teams.
- Proven skills working with senior leadership while demonstrating integrity, credibility, sound judgement, and tact.
- Demonstrated commitment to customer service.
- Strong analytical skills
- Demonstrated ability to lead, initiate, or facilitate change, be adaptable with changing conditions, and comfortable with the ambiguity that accompanies a large public university.

**Preferred Qualifications:**

- A deep understanding for the role of public higher education.
- Demonstrated success developing or implementing institution-wide data, data analytics, and reporting strategies and tools.
- Doctoral degree in a relevant field.
The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

DIVERSITY AND INCLUSION
Kansas State University has a long, storied history of embracing diversity and inclusion as a core component of our educational mission. As the nation’s first operational land-grant, K-State has always admitted students without regard to race, gender or creed. Our commitment to meeting the needs and interests of a diverse student body and preparing all constituents for meaningful engagement in an ever-changing, diverse world is unwavering. We believe that diversity adds value to the educational fabric of our institution and students are encouraged to capitalize on the learning opportunities that differences can create.

K-State is moving forward. As we continue to move forward with the revision and redeployment of the K-State 2025 Strategic Alignment Plan for Diversity, it is a great time to be a member of the Wildcat Family. In the past 5 years, Kansas State University has been recognized for its commitment to diversity and inclusive excellence. To learn more information about diversity and inclusion at K-State, please visit k-state.edu/diversity-inclusion/.

THE UNIVERSITY
Kansas State University educates nearly 22,000 of tomorrow’s potential leaders and provides some of the best global food systems and biosecurity research in the world. The university is progressing toward its goal of becoming a Top 50 public research university by 2025.

The university has nine academic colleges and offers more than 250 majors and options. The Graduate School offers 73 master’s degrees, 44 doctoral degrees and 43 graduate certificates in multiple disciplines. The Princeton Review recognizes the university as one of the nation’s best colleges and the association of Public and Land-grant Universities designated Kansas State University as an Innovation and Economic Prosperity University.

Commonly referred to as K-State, the university is proud of its welcoming environment and considers all K-Staters family. Our athletic teams, known as the Wildcats, compete in the Big 12 Conference and frequently win titles and championships.
THE COMMUNITY

Situated in the heart of northeast Kansas’ scenic Flint Hills, Manhattan’s 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment and nightlife. Manhattan is affectionately known as the “Little Apple,” a nod to its East Coast namesake, but has a vibrant culture all its own. Here is just a sampling of what residents look forward to year-round:

- Shopping, dining and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
- A vibrant, revitalized downtown area with fine dining options and local boutiques.
- The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
- Beautiful outdoor life at Sunset Zoo and The Gardens at Kansas State University.
- Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
- Music festivals, including country music’s brightest stars at the annual Country Stampede.
- The university’s McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians and other entertainers.
- Exciting Big 12 athletic events (faculty and staff are eligible for discounted tickets).
- Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
- Excellent K-12 education. The local high school ranks among the top 5 percent of U.S. high schools, and the district is home to several Kansas Master Teachers.

To learn more about the Manhattan community, at manhattan.org.
### K-STATE, MANHATTAN POINTS OF PRIDE

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<th><strong>TOP 10</strong></th>
<th><strong>NO. 3</strong></th>
<th><strong>NO. 12</strong></th>
<th><strong>NO. 13</strong></th>
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<th><strong>$38 MILLION</strong></th>
<th><strong>$248 MILLION</strong></th>
<th><strong>NO. 1</strong></th>
<th><strong>NO. 4</strong></th>
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<th><strong>NO. 8</strong></th>
<th><strong>NO. 12</strong></th>
<th><strong>$174.2 MILLION</strong></th>
<th><strong>NEARLY 22,000</strong></th>
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<td>happiest students (Princeton Review).</td>
<td>in students love their college (Princeton Review, 2019).</td>
<td>in philanthropic gifts and commitments (FY 2018).</td>
<td>students, who come from all 50 states and more than 100 countries.</td>
<td>best educational value in Kansas (SmartAsset, 2018).</td>
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PRINCIPLES OF COMMUNITY

Kansas State University is a land-grant, public research university committed to teaching and learning, research and service to the people of Kansas, the nation and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

- We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
- We affirm the value of human diversity and inclusion for community. We stand united against all forms of discrimination.
- We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.
- We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.
- We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.
- We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.
RESEARCH OPPORTUNITIES

As the nation’s first operational land-grant university, Kansas State University is dedicated to research that will better our community, state and world. The university is at the forefront of several crucial research areas, including global food systems. Kansas State University takes great pride in ensuring our faculty members have the tools necessary to make the breakthroughs the world needs. We offer a variety of programs and funding opportunities to secure our researchers’ success.

In part because of the university’s biosecurity research and expertise, Manhattan was chosen as the location for the National Bio and Agro-defense Facility, which is currently under construction adjacent to campus.

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<th>$218.3 MILLION</th>
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<th>275+</th>
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<td>in FY 2018 research expenditures</td>
<td>faculty members</td>
<td>active patents</td>
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<td>37 patents granted 2016-2018</td>
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<td>FOUR USAID</td>
<td>$539 MILLION</td>
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<td>Feed the Future Innovation Labs</td>
<td>FY 2018 endowment</td>
<td>centers and institutes</td>
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SEARCH PROCESS

In your application materials, please include a single file PDF containing the following:

• A letter of interest describing relevant experiences and interest in the position
• Curriculum vitae

The Search Committee invites letters of nomination, applications (letter of interest and a vita), or expressions of interest to be submitted to the search firm assisting the university. Inquiries, nominations and applications will be treated confidentially. For full consideration applications should be received by June 19, 2019. Applications will be reviewed as they are received and should include a cover letter and CV.

Please do not email applications. To be viewed by the firm, you must apply directly at:
https://acesrch.applicantstack.com/x/detail/a21esjy78ieg

Kansas State University is being assisted by Academic Career and Executive Search for this search. For further details please contact:

Jennifer Muller
Managing Partner and Senior Search Consultant, Academic Career and Executive Search
Tel: 860-740-2600
Email: Jennifer@ACESrch.com

Applicants must be currently authorized to work in the United States at the time of employment.

Kansas State University is an equal opportunity employer of individuals with disabilities and protected veterans. A pre-employment background check is required.