



Director of Institutional Planning and Research

Colgate University, one of America's top liberal arts colleges, invites inquiries, nominations, and applications for the newly-created position of Director of Institutional Planning and Research. A highly selective, independent institution, Colgate offers the Bachelor of Arts in 51 major concentrations and additional minor concentrations in 23 academic departments and programs. The campus is located in the village of Hamilton in rural central New York. With 2,800 undergraduates (52% women and 48% men), Colgate is one of the largest national liberal arts colleges, as defined by the Carnegie Foundation. Students of color comprise approximately 24% of the undergraduate population. Nearly 90% of students who enroll graduate from Colgate – one of the highest graduation rates in the country. Colgate's endowment is over \$700M.

The Director of Institutional Planning and Research will report to the Secretary of the College in the President's Office and will provide leadership and direction on a broad range of institutional planning and research activities and initiatives that impact institutional decision-making. In this role, the Director serves as the prime source of institutional data for the President's Staff and Board of Trustees in monitoring the University's overall health and progress.

The Director also has a consultative role with all members of the University Community on strategic planning, assessment initiatives, and higher education and policy analyses. The Director chairs the Institutional Research Advisory Committee, charged with responsibility for ensuring efficient and effective data gathering, sharing, reporting and archiving. Additionally, the Director serves as the point of contact for requests from external sources for institutional reports,.

The successful candidate should possess at least three to five years of institutional planning and research experience in higher education. He or she

will be recognized within the higher education community as an outstanding strategic thinker and planner with exceptional skills and experience in strategic planning and assessment. He or she must demonstrate a high level of knowledge about the issues that confront higher education. A thorough familiarity with and proven capacity to produce data-based institutional reports is essential. The successful candidate will demonstrate high-level skills in quantitative and qualitative data collection and analysis. Proficiency in a broad array of software programs including statistical packages and excellent verbal, written and organization skills are essential. Evidence of a collaborative work style and the ability to work collegially and effectively with a diverse group of students, faculty, and staff, on a daily basis is a must for a successful applicant. A Master's degree is required.

Interested individuals should send a letter describing their interest in and qualifications for the position, a resume and contact information including mailing and email addresses for five references. The packet should be sent electronically (Microsoft Word attachments preferred) to Bill Spelman at Bill@wspelman.com. The subject line in email should be **DIPRColgate**. Confidential inquiries will be received at 585.787.9742.

Documents that must be mailed should be sent to William Spelman Executive Search at 667 Midship Circle, Webster, NY 14580. All applications and inquiries are confidential, and all reasonable efforts will be made to maintain confidentiality for those candidates who proceed to on-campus interviews. To ensure full consideration, all materials must be submitted by Monday, March 31, 2008. The process will begin immediately and will continue until the position is filled.

Colgate University is an Equal Opportunity/ADA employer. Women and minorities are strongly encouraged to apply. Developing and sustaining a diverse faculty and staff further the University's educational mission