

# **New England Association of Schools & Colleges**

## **Commission on Institutions of Higher Education**

### **DATA SUPPORT SPECIALIST**

The Commission on Institutions of Higher Education of the New England Association of Schools and Colleges invites applications for the position of Data Support Specialist, one of ten positions serving the Commission. The New England Association of Schools and Colleges is the regional accrediting organization for the six New England states. The Commission accredits approximately 240 colleges and universities. Its offices are located in Bedford, Massachusetts.

The Commission seeks an exceptionally qualified individual with the skills and qualities to have a significant impact on the achievement of its dual purposes: quality assurance and quality enhancement among affiliated institutions. To this end, the Data Support Specialist interacts with institutions to provide assistance as institutions respond to the Commission's increased emphasis on the collection and use of data for improvement; oversees the annual report, CIHE data forms, and the Commission's database of institutions and contacts; provides information and data to support various Commission committees and groups; develops reports about the accredited status of institutions; and maintains the Commission's website. In addition, the Data Support Specialist works independently and in concert with other members of the staff to undertake various Commission activities and otherwise to contribute to the successful accomplishment of its purposes. As a part of each activity, the Data Support Specialist will assess its effectiveness toward contributing to the achievement of the Commission's purposes and undertake improvements where necessary.

The successful candidate will have an earned bachelor's degree (Master's degree preferred) from a regionally accredited institution; demonstrated skills in oral and written communication and analysis of complex problems; strong knowledge of relational database technology, computer productivity software, and website maintenance; and success in working as a member of a team. Accuracy, dependability, initiative, collegiality, and flexibility are required. The Commission also seeks a person of good cheer with a sense of humor who exhibits uncommon civility and a high tolerance for ambiguity. Additional preferred qualifications include knowledge and understanding of issues confronting colleges and universities, such as might be gained through three or more years of full-time experience in a professional position at a regionally accredited institution of higher education; experience in institutional research; experience with IPEDS and/or state reporting; and experience with regional accreditation, preferably in New England.

Salary and benefits are competitive and are commensurate with qualifications and experience.

The anticipated starting date for this position is March 1, 2012 or earlier. Screening of applications will begin immediately and continue until the position is filled. Applications received by January 6, 2012 will be assured full consideration. Individuals wishing to apply should send a letter of interest, their current résumé, and the name, address, and telephone numbers of three references to:

Barbara Brittingham, Director  
Commission on Institutions of Higher Education  
c/o Betsy Coldewey  
email: [bcoldewey@neasc.org](mailto:bcoldewey@neasc.org)