



Wayne County Community College District

District Office

801 W. Fort Street
Detroit, MI 48226
(313) 496-2765
(313) 963-5816 fax

[Human Resources](#)

Notice of Position Opening
Internal/External
Full Time
Institutional Effectiveness Specialist and Data Analyst
(E004-25)

Deadline: **July 21, 2025**
Reports to: **Vice Chancellor, Institutional Effectiveness**
Grade / Level: **Exempt/Pathways**

Institution description:

Wayne County Community College District (WCCCD) is a multi-campus 2-year community college with five campuses, a university center, and distance learning center. It is one of the largest community colleges in Michigan serving a diverse student body of nearly 60,000 credit and non-credit students annually and offering more than 100 degree and certificate program offerings. The Office of Institutional Effectiveness and Research is in the District Office, Downtown Detroit.

Job duties:

The Institutional Effectiveness & Research Data Analyst supports research methods, benchmarking, and compliance reporting in a multi-campus community college district. The position plays a critical role in designing and evaluating institutional effectiveness and student outcomes metrics to support ongoing data requests, survey research, and data analytics/visualization that promote decision-making for continuous improvement. This position will work closely academic and student support departments to enhance student experiences and student outcomes. The position requires the ability to manage highly sensitive and confidential information belonging to the college, students, faculty, and staff for district-wide evaluation and planning and communicating to a variety of constituencies.

Specific duties may include:

- Routine data cleaning, reporting, and basic analytics reporting
- Facilitate student outcomes assessment and student success metrics and data analysis
- Conduct survey research and summary reporting to inform decision-making and continuous improvement
- Develop reports and evaluate metrics and student characteristics to include credit activity, persistence, retention, course completion, licensure/certification, and graduation.
- Collect program and student outcomes assessment data and manage program evaluation outcomes for accreditation and student success.
- Conduct ongoing benchmarking, longitudinal and comparative data reports to support multiple campuses, divisions, and external community to determine trends and opportunities for improvement.
- Assemble data visualizations, dashboards and presentations for internal and external use in a timely and professional manner.

- Maintain a record keeping system to manage and archive data and evidence collected for the purpose of inventory, external compliance, and accreditation.
- Develop, present, and lead discussions for research data and use for program and student outcome evaluation
- Attend routine professional development conferences and trainings.

Qualifications:

Bachelor's degree or higher required. Minimum 1 year of institutional research experience in in university setting, knowledge for survey research using Survey Monkey or other applications, excellent organizational and analytic skills, proficiency in oral and written communication, ability to work independently and within a team. Must be proficient in MS office, including Word, Excel, PowerPoint, and SPSS. Experience with business intelligence applications such as Tableau or Power BI is highly desirable.

Salary/benefits: Dependent on qualifications and experience

Application Procedure: Applicants must submit the following to jobs@wcccd.edu for immediate consideration:

Wayne County Community College District application form which can be found at www.wcccd.edu then go to: Divisions- Human Resources-Employment Application; Cover Letter explaining how your experience and education qualify you for the stated requirements of the position; Resume or Curriculum Vitae ; Copies of your undergraduate and graduate college transcripts (unofficial copies are acceptable during the application phase; official copies will be required upon hire) ;Three letters of recommendation

Please reference this staffing number on all documents: E004-25

EQUAL OPPORTUNITY EMPLOYER

**Mail Resume to: Wayne County Community College District, Attention: Human Resources,
801 W. Fort Street, Detroit, MI 48226 or e-mail your resume to: jobs@wcccd.edu**

Statement of Compliance

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1946, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S.

Department of Education. It is the policy of WCCCD that no person, on the basis of , or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.