

VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI 38635

Applications are invited for consideration for appointment to the following position:

TITLE: Director of Institutional Research and Special Projects Development	
DEPARTMENT: Assessment	DATE TO BE FILLED: Immediately
SALARY RANGE: Commensurate with Education and Experience	
BRIEF DESCRIPTION OF RESPONSIBILITIES: The Director of Institutional Research and Special Projects Development reports to the Assessment Officer and is responsible for collecting and organizing data from all areas in the College and presenting it in a summary format for internal or external review. This individual serves as primary data retrieval person for institutional analysis, assists in preparing and submitting selected federal, state or other required external reports; prepares internal publications related to institutional research. The person filling this position is expected to have grant-writing experience and will be responsible for selected project development activities with the faculty.	
QUALIFICATIONS: A strong background in the use of computer programming/technology, related to data collection, analysis and proposal development. Major demonstrable success in the field will be considered in lieu of a specified degree in Computer Science; preference will be given the applicant with advanced degree(s). Strong analytical skills; demonstrated success in the use of Microsoft Office Professional software package which includes WORD, EXCEL, ACCESS, PowerPoint, and graphics program such as Microsoft Publisher; demonstrable writing and communication skills and awareness of external reports (federal, regional, state and local) within higher education.	
SPECIAL INFORMATION: The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.	
Persons interested in the above position should submit a resume along with a letter of interest which address the expectations above to: Ms. Patricia Pegues, Personnel Coordinator Rust College 150 Rust Avenue Holly Springs, MS 38635 Telephone: (662) 252-8000 ext. 4010 (Personnel Office) FAX (662) 252-8863 email: ppegues@rustcollege.edu	
CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found	POSTING DATE: 7/22/2010

Rust College is an equal opportunity/affirmative action employer