**Department:** Department of the Navy

**Agency:** US Marine Corps

**Sub Agency:** Vice President of Operations (VPOP), Marine Corps University

**Job Title:** Director of Institutional Research, Assessment & Planning - Operational Planning

**Salary Range:**  $129,173 to $145,475

**Series** & **Grade:** AD-1701-09

**Open Period: 1 April 2024 to 30 April 2024**

**Position Information:** Full-Time Permanent Title 10 Excepted Service

**Duty Locations:** 1 vacancy - Quantico, VA

**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.

**Security Clearance**: Secret

**Supervisory Status:** Yes

# Job Summary:

This is a Solicitation of Interest to create a pool of qualified candidates to fill an excepted service Administratively Determined position (Title 10) at Marine Corps University (MCU)/Education Command (EDCOM), Quantico, VA. The purpose of this AD-09 position is to serve as Director of Institutional Research, Assessment, and Planning, This position is a Title 10 faculty member, reporting directly to the Vice President for Operations and Plans and advising the MCU President, staff, and college/school directors.

The Director of Institutional Research, Assessment, and Planning is responsible for the analysis, design, development, implementation, and evaluation of all Professional Military Education (PME) programs, both degree and non-degree granting. The incumbent will be the MCU expert and authority on all aspects of institutional research, the development and assessment of institutional effectiveness, and research and analysis to support planning and policy decisions in professional military education (PME). The incumbent provides first level supervision to a team of three GS employees (GS 7/9 and 9/11).

**Key Requirements:** US citizenship. Secret clearance eligible. Submission to a drug test. Minimum of a Master’s Degree (PhD preferred) from regionally accredited university with concentrated major studies in educational psychology, psychometrics, educational technology, educational management and/or related field.

**Travel Required:** <15%; this position is eligible for situational telework.

# Major Duties:

1. Program Oversight and Assessment (65%)
2. Responsible for all aspects of institutional research at Marine Corps University. Establishes and evaluates outcomes and measures of effectiveness for all academic and administrative units. Research and analyzes the results of annual reports to identify outcomes and trends that will be used in institutional decision-making and strategic planning.
3. Initiates long range planning and evaluation processes at MCU to achieve a comprehensive and integrated professional institutional research program. This includes the Fleet Feedback Program and Institutional Effectiveness Working Group.
4. Assists in the development and coordination of educational policy and establishes common tracking measures for assessing outcomes. Apply quantitative and qualitative methods, and statistical analysis to measure outcomes, determine trends, and correlate data using appropriate tools and software.
5. Generates, analyzes, and disseminates university data to appropriate internal and external agencies.
6. Serve as the subject matter expert and university coordinator for all MCU Surveys.
7. Support MCU Strategic Planning ensuring action items are linked to institutional research plans and data collection.
8. Communicates institutional research and assessment results effectively via written documents, presentations, and briefings.
9. Serve as a primary resource to MCU President on the implementation policy to support Marine Corps training and education policy and Department of Defense (DoD) requirements.
10. Technical Direction (10%)
11. Provides technical direction and supervision on the MCU Institutional Research projects. Assigns priorities and deadlines to end-work projects.
12. Serve as an expert advisor in instructional systems design and institutional research to curriculum/program managers.
13. Provides oversight, administrative, and coordination to institutional research at graduate and undergraduate level with all MCU entities. This includes serving as Vice Chair on the USMC Institutional Review Board (IRB).
14. Participates in education conferences and professional workshops in support of professional military education, accreditation, and institutional research/effectiveness.
15. Establishes and maintain professional network to advocate the enhancement of PME.
16. Maintains knowledge of current developments in the field of institutional research/effectiveness to facilitate the improvement of MCU program assessment methods.
17. Personnel Management (25%)
18. Direct and supervises Educational Research Analyst (GS 9/11), Institutional Effectiveness Lead (GS 9/11), and Institutional Effectiveness Analyst (GS 7/9) and other personnel as assigned.
19. Performs the full range of administrative and technical supervisory duties.
20. As a supervisor, the incumbent is responsible for understanding and actively supporting the Command Affirmative Action/Equal Employment Opportunity (EEO) program.

# Qualifications:

1. Mastery of management and application of educational principles, methods, practices, techniques of instruction, military training systems, curricula and training material development, instructional analysis techniques and methodology, Marine Corps Orders and directives on formal school management, principles of teaching and learning (both building block and parallel approaches to instruction), skill in test development and performance evaluation including application of statistical analysis techniques, principles of academic administration and supervision, and state-of-the-art methodology and procedures of professional education and related technical areas.
2. An expert knowledge of research and analytical methodologies with an ability to plan, organize and conduct thorough and intensive research.
3. An expert knowledge of statistical procedures required to analyze, compare, and present results of surveys and research.
4. An expert knowledge of educational/academic policy administration at the university level including the SACSCOC criteria for institutional research and effectiveness. Familiarity with military accreditation and reporting standards is also required.
5. A high degree of skill in written and oral communications to provide advice, guidance, and counsel throughout all levels of the organization on matters pertaining to institutional research, and academic matters related to PME with the ability to facilitate the implementation of institutional effectiveness to achieve Marine Corps objectives. Possess the knowledge and skill to function as a primary consultant, administrator, coordinator, and evaluator.
6. A knowledge of MCU, Marine Corps training and education organizations, their interrelationships, and the training and education policies of higher headquarters to advise the President, MCU on educational policy developed and implemented at MCU’s formal schools.
7. A working knowledge of the federal, DoD, Navy, and Marine Corps Planning, Programming and Budgeting System (PPBS) principles to advise and brief senior leadership on the effective and efficient use of resources.
8. Knowledge of the MCU Board of Visitors, of the Southern Associations of Colleges and Schools, and other education agencies/schools that deliver PME.
9. An extensive knowledge of the Institutional research technology to include automated methodologies, skills, tools, and resources available to enhance and enrich MCU educational programs.
10. An extensive working knowledge of survey development and analysis of resultant survey data to assess the accomplishment of defined learning outcomes.

# Education:

Minimum of a Master’s Degree, PhD preferred, from regionally accredited university with concentrated major studies in educational psychology, psychometrics, educational technology, educational management and/or related field.

You must submit a copy of your transcripts or an itemized list of college courses which include equivalent information from the transcripts (course title, semester/quarter hours, and grade/degree earned). See OPM’s General Policies for information on crediting education.

# How You Will Be Evaluated:

The candidate's background, experience and training will be evaluated by a selection committee against the criteria listed above. Selected candidates will be interviewed.

# Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<https://www.opm.gov/healthcare-insurance/healthcare/>

Life insurance coverage is provided. More info:

<https://www.opm.gov/healthcare-insurance/life-insurance/>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <https://www.opm.gov/retirement-center/fers-information/>

Employees are automatically enrolled in the TSP at 5% of your salary and contributions are automatically deducted from your paycheck into your TSP account. You can change this amount at any time. You’re eligible to receive matching contributions from your agency or service. You do not get the full match if contribution is less than 5%. More info:

<https://www.opm.gov/retirement-center/my-annuity-and-benefits/thrift-savings-plan/>

You will earn annual vacation leave. More info:

<https://www.opm.gov/policy-data-oversight/pay-leave/leaveadministration/>

You will earn sick leave. More info:

<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <https://www.usajobs.gov/Help/content/pdfs/benefits.pdf>

# Other Information:

RELOCATION EXPENSES WILL NOT BE PAID.

The initial term of appointment is expected to be three years. The first year of employment is probationary.

# How To Apply:

If interested in this position, please submit the following to LtCol Kjobech, Kurtis– Vice President of Operations (Acting) (VPOP) using the contact information provided below.

* cover letter with current contact information
* updated CV/resumé
* contact information for three academic or professional references

This announcement will close on 30 April 2024 and application packages must be received by that date to be considered.

# Contact Information:

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| LtCol Kjobech, Kurtis | Or write: |
| Phone: 703-784-4037 | LtCol Kjobech, Kurtis |
| e-mail: Kurtis.Kjobech@usmcu.edu | Marine Corps University  Vice President of Operations  Breckinridge Hall  2076 South Street  Quantico, VA 22134 |

# What To Expect Next:

The selection committee will contact selected candidates for interviews within two weeks of the closeout date.

**EEO Policy Statement:**

<https://www.usajobs.gov/Help/equal-employment-opportunity/#:~:text=The%20United%20States%20government%20does,in%20an%20employee%20organization%2C%20retaliation%2C>

**Reasonable Accommodation Policy Statement:**

<https://www.usajobs.gov/help/reasonable-accommodation/>