



POSITION ANNOUNCEMENT

Title III Project Manager & Institutional Research Associate Full-Time; Grant Funded

The Milwaukee Institute of Art & Design (MIAD) seeks a Project Manager & Institutional Research Associate to oversee Title III-funded initiatives aimed at enhancing academic success and student retention, and to conduct institutional research to support grant goals. This position is responsible for overall project management, planning and implementation, maintenance of records, communication/reporting, including personnel and budget management, evaluation, and compliance for the Title III grant. This position reports to the Vice President for Enrollment Management and works closely with the President and leadership to achieve Title III goals and objectives.

About Title III

MIAD received its first Title III federal grant in September 2024, totaling \$2.25 million over five years, with an additional \$350,000 invested by MIAD into an endowed fund for faculty and staff training. The grant aims to increase enrollment, stabilize first-to-second year retention rates, and enhance six-year graduation rates, particularly among high-risk students (first-generation, low-income, commuters, and students with documented disabilities).

This grant funds:

1. Professional development training for faculty and staff, focusing on student readiness and topics geared toward student success in the classroom, such as neurodivergence, accommodations and mental health.
2. Refurbishment of existing campus space into a Student Success Center, integrating Academic and Individual Success Services.
3. Addition of a Caseworker to provide mentorship and access to external resources for students.

4. Addition of an Experiential Learning Manager to expand and coordinate learning opportunities.
5. Addition of a Title III Project Manager & Institutional Research Associate to centralize Title III-related activities and institutional data.

Commitment to Long Term Success

MIAD is deeply committed to the long-term success of the initiatives supported by Title III, even after the grant funding has expired. Although this role is initially funded through the Title III grant, MIAD's strategic vision includes expanding its institutional research capacity, building upon the work initiated through this Title III-funded position. We are dedicated to integrating this role into our overall institutional research framework, ensuring the work initiated by the grant will continue to contribute to the institution's long-term goals. The successful candidate will have opportunities to contribute to the continued development of MIAD's institutional research and assessment efforts as institutional needs evolve. The vision for this position is to be 100% dedicated and focused on Institutional Research in year 6 and beyond.

Responsibilities include, but are not limited to:

1. Manage and monitor goals for the Title III grant program, including project planning, budget tracking, reporting, and ensuring compliance with applicable federal regulations.
2. Develop monitoring and evaluation plans for project goals and objectives, ensuring continuous improvement and maintaining high accountability for project outcomes.
3. Conduct institutional research to support data-driven decision-making, analyzing student enrollment, retention, graduation, and other key metrics ensuring accuracy and relevance.
4. Lead institutional survey efforts, manage data analysis, develop key performance indicators, and maintain statistical models to forecast trends.
5. Collaborate with leadership and departments to understand data needs and ensure data integrity.
6. Use FileMaker and various campus systems to collect and manage data for reporting and participant tracking.
7. Contribute to accreditation, assessment, retention, and reporting efforts by providing data and analysis. Maintain a comprehensive data repository to support decision-making and accreditation.
8. Collaborate effectively with the Vice Presidents, Executive Directors, Department Chairs, Grant Manager, Center for Student Success, and other important constituents on campus.
9. Participate in the development of institutional practices and procedures concerning the retention and graduation of program participants.

10. Prepare and submit reports for the Department of Education and the college on the operation of the Title III Grant program and the success of program participants.
11. Design and conduct research studies to evaluate institutional programs and initiatives. Support the creation of surveys and data collection tools.
12. Partner with appropriate leadership/stakeholders to plan, develop, and implement professional development for faculty and staff to create a sequence of points of service/connection for improved wraparound and continuous student support.
13. Provide executive summaries of data to be used by leaders for decision making.
14. Perform other duties as assigned by the Vice President for Enrollment Management or their designee.

Required Qualifications and Experience:

- Bachelor's degree required. Master's degree in business administration, higher education administration, project management, public policy, or other related field preferred.
- Experience with federal grant administration, project management, institutional research, assessment, or higher education reporting preferred.
- Prefer at least two (2) years of administrative and/or supervisory experience in higher education.
- Strong knowledge of statistical analysis, data management software, and data visualization.
- Excellent written and verbal communication skills.
- Strong organizational skills, attention to detail, and commitment to data accuracy.
- Ability to work collaboratively in a team environment and handle sensitive information with discretion.
- Experience working with BIPOC, LGBTQIA+, and/or first-generation college student populations is a plus.

Skills, Knowledge and Abilities:

- Ability to foster collaboration and present research findings to diverse audiences.
- Proficiency in handling confidential information responsibly.
- Regular on-site presence is expected.

Application Process and Deadline:

Qualified applicants should submit a single PDF document containing the following documents to **titleiiisearch_group@miad.edu**:

Please save the file in the following manner:

[LastName_FirstName_TitleIIIProjectManager.pdf]

- ✓ Letter of interest/cover letter
- ✓ Résumé
- ✓ Three (3) professional references (names and contact information)

Initial review of applicants will occur August 31, 2026, and will continue until the position has been filled.

MIAD offers an attractive benefits package, including health, vision, and dental insurance. All final candidates must successfully complete reference and background checks. Only pending charges or convictions that are substantially related to the position being considered will be taken into account during the employment decision-making process. Conviction records that are not substantially related to the position or to campus safety will not be considered in hiring decisions.

About MIAD: For over 50 years, the **Milwaukee Institute of Art & Design (MIAD)** has provided a transformative creative education, igniting curiosity through art, design, and service. As Wisconsin's leading private, nonprofit art and design college, MIAD prepares students for diverse, fulfilling, and financially rewarding careers through innovative, entrepreneurial thinking in a student-focused community.

Today, MIAD enrolls over 800 students annually in its nationally ranked BFA programs, including Communication Design, Illustration, Animation Track (Illustration), Product Design, Fashion and Apparel Design, Fine Art + New Studio Practice, and Interior Architecture and Design. Student enrollment has grown 40% in the past decade, with a strong emphasis on innovation, empathy, and community engagement.

Beyond the classroom, MIAD fosters cultural experiences and community impact through robust youth programs, nonprofit partnerships, and corporate collaborations, strengthening Milwaukee's creative economy.

Looking forward, MIAD remains a dynamic educational and creative force, addressing broad societal needs through action, intention, and expression.

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression, genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.