

Welcome NEWCOMERS to IR !!!

THINGS INSITUTIONAL RESEARCH NEWCOMERS NEED TO KNOW

(Adapted from pointers written by Ronnie Chrestman, Nancy James, and Jessica Pierce of Clemson University)

- There are no stupid questions—half the people in the room who didn't ask were thinking the same thing.
- In the IR world, most strongly feel that the world "data" is plural (i.e., "Data are important" NOT "Data is important") although some dictionaries indicate that it can be either plural or singular.
- Deadlines are not to be ignored. Plan your work!
- Overestimate how long a project will take; if you finish early, you will look like a genius.
- Make your supervisor look good.
- Keep up to date with key issues and concepts in higher education. In particular, be aware of emergent issues in your local campus environment and state or local issues in higher education that might affect your campus.
- Share data and information—the more people know, the better your institution can adjust and adapt.
- Strike an appropriate balance between content and appearance—while a good appearance may not disguise bad data, a bad appearance may minimize your good efforts.
- Know your audience. Try to articulate relevant findings or information in a variety of formats that will be clear, concise and appropriate to the audience.
- You will never remember all of the IPEDS definitions, and you won't be considered silly if you look them up – best to be careful and correct!
- There is ALWAYS another way to count faculty.

THINGS YOU NEED TO DO WITH NEAIR

- Participate in the Mentor Program. NEAIR provides a mentor/mentee pairing service that matches new institutional researchers with experienced professionals for informal, on-going advice and support. Check it out! (<http://neair.org/?page=mentor>)
- Get involved in NEAIR. It's the best way to meet people and learn the structure and function of IR. Contact any of the NEAIR officers or email the association via the website (<http://www.neair.org>)
- Explore the NEAIR online community (<http://www.neair.org>).
 - Learn more about NEAIR governance.
 - Get up to date news and information including breaking news from the Chronicle of Higher Education.
 - Find out about how to obtain grant funding through NEAIR.
 - Connect with NEAIR colleagues via the NEAIR online discussion forum, which includes specialized community groups catering to those who are new to the IR field.
 - Check out the Career Center to search for or post job openings.