

Coordinator, Institutional Studies

FLSA Status: Exempt

Pay Grade: 20

Job Title ID: 140501

Job Series/Job Family: Effectiveness & Accountability Series / Institutional Research & Effectiveness Family

Reports To

Vice President, Effectiveness and Accountability

Job Purpose

To promote the collection, dissemination and use of data to support planning, policy and marketing decisions of the College.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Facilitates data-informed planning and decision making through identifying, developing, and implementing methods to effectively communicate research results.
2. Conducts external and internal environmental scanning (e.g., higher education trends, business/industry trends, service area population growth, and utilization of College resources).
3. Designs and administers institutional surveys such as graduate-follow up, transportation, employer, etc. surveys. Analyzes and interprets data from these surveys. Develops informative presentations to communicate to the College-wide community.
4. Coordinates ACCâs participation in national surveys (e.g., CCSSE, SENSE, Noel-Levitz, etc.). Analyzes and interprets data from these surveys. Develops informative presentations to communicate to the College-wide community.
5. Develops models for forecasting enrollments.
6. Performs technical tasks and provides technical support for collecting, interpreting, reporting, aggregating and evaluating data.
7. Develops and maintains custom computer programs to support internal and external reports.
8. Provides technical expertise and consulting on research design, survey development and data analysis.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Statistical analysis methods and software.
- Application/report development.
- Database development.
- Client-server technology and GUI environments.
- Compliance requirements in relation to College reporting.
- Quality initiatives and measurements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Conducting statistical analysis.
- Querying and extracting data from large databases.
- Producing data reports from complex data sets.
- Developing surveys and analyzing survey data.
- Using a variety of software to produce reports.
- Coordinating external reports to state agencies.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software and depending on area of specialization, may include advanced software applications to create reports, query and control languages, network servers, and experience providing technical support for desktop software.

Physical Requirements

Required

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Two years related work experience.

Preferred

- Two years work experience in institutional assessment and/or institutional research/analysis in a higher education environment.

Education

Required

- Bachelor's degree in related field.

Preferred

- Master's degree in related field.

Other

Preferred

- Depending on area of specialization, may include knowledge of programs used in educational institutions and/or data warehousing and data mining.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.