

INSTITUTIONAL RESEARCH ASSOCIATE

GENERAL STATEMENT:

This is a full-time, twelve-month position responsible for maintaining information systems within the Office of Institutional Research to support the transformation of data into information for decision-making purposes.

REPORTS TO:

Director of Institutional Research

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree preferred. Associates degree or equivalent required. Degree should have a major emphasis in social science research, computer science, technology, or related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Four (4) years of work experience if candidate has an Associates Degree (or equivalent). Experience in institutional research preferred. Experience in a community college setting preferred.

OTHER:

Demonstrated proficiency in a wide range of computer software packages, such as word processing (MS Word), spreadsheets (MS Excel), database management (MS SQL Server), statistical packages (SPSS) reporting software (Microsoft Reporting Services), website design (Dreamweaver), online surveying software, and OMR scanning software.

DUTIES AND RESPONSIBILITIES:

- Analyze data using a variety of software packages.
- Oversee the maintenance of the College Fact Book (online).
- Assist with the design, development, implementation, and maintenance of information systems for the support of institutional research, including the institutional data warehouse, and the College Assessment Reporting Data System (CARDS).
- Obtain data and produce reports from a variety of data sources (electronic, OMR, or paper-based surveys) for dissemination to internal and external audiences.
- Prepare electronic and OMR surveys for administration and provide output results for appropriate audiences.
- Manage and maintain website for planning and institutional effectiveness.
- Provide computer support and training for department.
- Must effectively manage multiple projects, set priorities, and meet deadlines as well as function as a team member.
- Must be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned to maintain operations and services.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- Must be able to travel as needed.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 0817/04

Revised: 12/13/06

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