

INSTITUTIONAL RESEARCH ASSOCIATE

GENERAL STATEMENT:

Provide institutional research support to the Dean of Planning and Institutional Effectiveness.

REPORTS TO:

Dean of Planning and Institutional Effectiveness

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree; Master's preferred in an analytical or technology related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years experience working with statistical or financial data required.

OTHER:

Excellent communication (oral and written) and analytical problem solving skills; Able to communicate effectively in person-to-person situations in addition to engaging in general telephone assistance; Excellent human relations skills; Demonstrate a working knowledge of PC applications including AS400, word processing, spreadsheets, database management, and statistical packages; Demonstrated skills in Microsoft Access and Excel, and electronic surveying software such as Inquisite—a survey generating software housed on the District's server, and a working knowledge of SPSS. Must be available for travel, both in and out-of-state, to attend appropriate professional meetings.

DUTIES AND RESPONSIBILITIES:

- Assist the Dean in working with the instructional deans, instructional division chairs, student support directors, and administrative directors to develop and maintain goals and objectives for SACS.
- Provide support for institutional reporting, ad hoc studies and requests for information concerning student performance and academic program outcomes.
- Prepare electronic and OMR surveys for administration and provide output results for various administrator and faculty groups.
- Develop accurate reports, charts, graphs, etc., including Fact Book, which present information in a useable format for various administrator and faculty groups.
- Maintain the institutional research website and assure that it contains current information.
- Assist in maintaining documentation of all programs and procedures developed to support the office.
- Assist in developing the institutional research annual budget.
- Assist departments in providing timely information for research projects, program evaluation, grant writing, and trend analyses.
- Prepare reports for IPEDS and Performance Measures for Legislative Budget Board (LBB), and other state and federal reports as needed.
- Other duties as assigned by the Dean or appropriate supervisory personnel.

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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:

JD354