

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MIS ANALYST (XCEL-IT Grant funded through Sept. 2017)
PAY GRADE: P-10
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

This position is responsible for the internal and external research and analysis, an assisting in the coordinator of grant administrative reporting. Position will provide leadership and support for compiling documentation, analyzing and maintaining data elements, and reporting.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree in business, social science or a related degree required.
2. Years of experience in field: Minimum of two years' experience in an educational or business environment required. Experience working with grants and reporting strongly preferred.
3. Special skills or abilities related to position: Ability to manage multiple tasks and meet deadlines. Attention to detail and accuracy. Knowledge and effective use of college software systems. Ability to work independently. Ability to lead meetings. Excellent organizational, written and oral communication skills. Proficient in Microsoft Excel, Outlook and basic Access.

ESSENTIAL JOB FUNCTIONS:

1. Thorough understanding of grant deliverables, statement of work and definitions of data elements.
2. Maintain internal proprietary databases and spreadsheets to track participants, XCEL-IT certificate programs, and progress toward deliverables.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Performs analysis, compilation of data and prepares comprehensive reports which include visually displaying meaningful information accompanied by relevant data tables.
4. Work with and provide reports to XCEL-IT Third Party Evaluator as needed.
5. Develop and follow strict procedures for protecting physical and electronic participant data.
6. Act as liaison between the XCEL-IT department and CareerSource to ensure seamless data process.
7. Generate, interpret and report accurate and organized results of activities on a monthly, quarterly and annual basis allowing evaluation of program goals.
8. Participate in periodic, federal monitoring audits, and assist in preparing documentation for review as needed.
9. Document processes and procedures related to this job's duties and responsibilities.
10. Maintain working knowledge of XCEL-IT programs and goals.
11. Regular use of systems such as Jenzabar, Cognos, Employ Florida Marketplace (EFM), FETPIP and Florida Department of Education (Fdoehub).
12. Possess high energy and aggressively manage responsibilities.
13. Must be a team player, capable of working in a collaborative environment.
14. Support XCEL-IT staff in achieving grant deliverables.
15. Assigned various projects as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: XCEL-IT College Reporting Manager