

COLLEGE OF CENTRAL FLORIDA

.JOB DESCRIPTION

JOB TITLE: SENIOR ANALYST – DECISION SUPPORT SYSTEMS

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

Assist with coordinating the college wide institutional effectiveness program. Manage the state reporting process to insure that data submission requirements and reporting deadlines are met. Review data and data handling procedures to maintain/improve data quality. Analyze, evaluate and interpret data for the institution to effectively coordinate the reporting requirements of multiple departments. Provide support for the reaffirmation and substantive changes of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

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 related field required.
2. Years of experience in field: Three years verifiable work experience is required using data access/analysis software packages and relational databases (such as Cognos, SQL, SAS) to analyze data and develop internal and external business reports.
3. Special skills or abilities related to position: Demonstrated ability to work effectively with people. Proficiency in oral and written communications skills. Ability to manage multiple tasks, and meet deadlines. Good computer skills, including MS Office (especially Word and Excel), e-mail, and query languages.

ESSENTIAL JOB FUNCTIONS:

1. Assist the director with coordinating the college-wide institutional research program.
2. Develop and execute research including the development or selection of data collection instruments and methods of administration.

2017-03-20 - Revised

2013-11-12 - Revised & title changed from Assistant Director, Institutional Effectiveness

2013-10-13 - Revised & title changed from Report Analyst/Programmer

2013-06-05 - Revised & title changed from Institutional Research Analyst

2005-06-01 - Reclassification

ESSENTIAL JOB FUNCTIONS: (Continued)

3. Work with the director to support the reaffirmation and substantive changes of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Serve as the official point-of-contact between the Florida Department of Education Community College and Technical Center Management Information System (CCTCMIS) and College of Central Florida for all reporting to the Division and attend the Florida Department of Education Management Information System Advisory Task Force (MISATFOR) meetings.
4. Provide leadership for the maintenance and improvement of data integrity; timely, complete and accurate response to state, federal and other data submission requirements.
5. Inform and educate college personnel about data reporting that will be required of them to meet reporting requirements.
6. Collaborate with the college's Information Technology department and end users to design, manage and update queries in a data warehouse environment to meet reporting and research needs.
7. Analysis of database performance.
8. Ability to understand/work with data dictionaries, SQL; Create, test, correct and maintain queries to take into account changes in procedures or types of reports desired.
9. Participate in design and implementation of management information systems.
10. Assist in developing definitions of input and output elements.
11. Assist in training users in data input, data retrieval, and report interpretation.
12. Perform analyses of data and create summaries in narrative and/or graphic displays.
13. Understand the relationship between the CCTCMIS database and the college's ERP database.
14. Represent the Director of Institutional Effectiveness as necessary.
15. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to use a computer keyboard and pointing device.
- Ability to drive a vehicle to various meeting locations within the state (must have a valid Florida driver's license).

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ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and travels throughout state as necessary to perform job duties.

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

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Director of Institutional Effectiveness

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