

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: INSTITUTIONAL RESEARCH ANALYST

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

This position is responsible for internal and external research and data analysis, and assisting in the coordination of the operations of the Vice President of Institutional Effectiveness and College Relations.

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 Administration, Social Sciences or related field required.
2. Years of experience in field: Minimum of two years experience in an educational environment required.
3. Special skills or abilities related to position: Knowledge and understanding of the College organization, goals and objectives, and policies and procedures. Knowledge of data access/analysis software packages such as Cognos, SAS, SQL. Demonstrated ability to work with people and to deal effectively with outside agencies, college administrators, employees, students and the public. Excellent organizational, written and oral communication skills. Ability to manage multiple tasks, and meet deadlines. Evidence of computer skills including word processing, spreadsheet, database, and data input, analysis and retrieval. Ability to keep complex records, assemble and organize data and meet deadlines. Ability to handle confidential/sensitive information efficiently. Ability to work with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

1. Conducts comparison of qualitative and quantitative data for supervisor's use.

ESSENTIAL JOB FUNCTIONS: (Continued)

2. Develops, administers and analyzes college-wide surveys related to institutional effectiveness. Provides technical expertise and consulting to departments on survey development, and data analysis.
3. Performs analysis, compilation of data and prepares comprehensive data reports which include visually displaying meaningful information accompanied by relevant data tables; Knowledge of data access/analysis software packages such as Cognos, SQL, SAS.
4. Exercise independent judgment regarding reliability and consistency of data gathered for reports, analysis and evaluations.
5. Attend annual meetings and relevant data conferences to stay abreast of statewide data management issues as assigned.
6. Serve as primary point of contact for all college-wide data requests; maintain SOS data tracking system.
7. Serve as primary contact for data requests related to Title III/Start Smart.
8. Develop and implement survey instruments to measure staff and faculty satisfaction and the effectiveness of Learning Commons, FYE course and other Title III/Start Smart related initiatives.
9. Review data and data handling procedures to maintain and improve the quality of Title III/Start Smart data.
10. Compile data for Title III/Start Smart quarterly and annual reports.
11. Make recommendations for improvements in data collection as it relates to the implementation of Title III/Start Smart.
12. Coordinate with Title II evaluator and Director of Institutional Effectiveness to oversee the evaluation team.
13. Participate in weekly and monthly Title III/Start Smart meetings as appropriate.
14. Act as liaison between the Institutional Review Board and research applicants to ensure seamless application process.
15. Work collaboratively with instruction and information technology to support implementation of faculty evaluation surveys.
16. Represent the department on college-wide committees as needed.
17. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.
18. May be required to work a flexible schedule - late afternoons or evenings, or on weekends.
19. Other duties as assigned.

(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)

PHYSICAL DEMANDS: (Continued)

- Acceptable hearing (with or without hearing aid)
- Ability to clearly 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 inside 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: Director - Institutional Research and Effectiveness