

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: INSTITUTIONAL RESEARCH ANALYST

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

This position is responsible for internal and external research and data analysis, and assisting in the coordination of operations within the office of Institutional Research & Effectiveness.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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. Evidence of computer skills including word processing, spreadsheet, database, and data input analysis and retrieval. Ability to keep complex records, assemble and organize data, manage multiple tasks and meet deadlines. Ability to handle confidential/sensitive information efficiently. Ability to work with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

1. Conduct comparison of qualitative and quantitative data for supervisor's use.
2. Administer and analyze college-wide surveys related to institutional effectiveness and provide technical expertise and consulting to departments on survey development and data analysis.
3. Perform analysis and compilation of data and prepare comprehensive data reports which include visually 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/webinars to stay abreast of statewide data management issues as assigned.
6. Maintain responsibility for program updates and data supplied when using the Common Data set to respond to external surveys.
7. Develop and implement survey instruments to measure staff and faculty satisfaction and the effectiveness of college-wide grant initiatives.
8. Maintain responsibility for coordinating all data reporting for USF - FUSE and UCF - DirectConnect.
9. Assist with the annual reporting requirements of WEAVE online planning and assessment tool; provide technical assistance to department staff.
10. Coordinate with grant project directors and Title III evaluators and the Director of Institutional Research & Effectiveness to oversee data needs, compile data for quarterly and annual reports, make recommendations for improvements in data collection, provide analysis of data results and participate in weekly and monthly meetings as appropriate.
11. Act as liaison between the Institutional Review Board and research applicants to ensure seamless application process.
12. Work collaboratively with instruction and information technology to support implementation of faculty evaluation surveys.
13. Represent the department on college-wide committees as needed.
14. Must be adaptable to performing under moderate levels of stress imposed by frequent deadlines, peak workloads, or public/student contact.
15. May be required to work a flexible schedule - late afternoons or evenings, or on weekends.
16. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: (Continued)

- Acceptable eyesight (with or without correction).
- 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 moderate (up to 40 pounds) lifting and carrying.
- 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 of Institutional Research and Effectiveness