

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: RESEARCH AND DATA ANALYST

PAY GRADE: P-4

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 and 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 a related field is required.
2. Years of experience in the field: Three years of 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 the 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. Perform analysis of qualitative and quantitative data and prepare comprehensive data reports that include visually meaningful information accompanied by relevant data tables; knowledge of data access/analysis software packages such as Cognos, SQL, SAS.
2. Exercise independent judgment regarding the reliability and consistency of data gathered for reports, analysis, and evaluations. Identify trends, patterns, and relationships in the data to support administration decision-making.
3. Attend annual meetings and relevant data conferences/webinars to stay abreast of statewide data management issues as assigned. Including but not limited to the Management Information System Advisory Task Force (MISATFOR).
4. Maintain responsibility for program updates and data supplied when using SAS Datasets to create and maintain reports. Work closely with the Reports Coordinator to understand the relationship between the CCTCMIS database and the college's ERP database.
5. Coordinate with the Director of Institutional Research and 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.
6. Work directly with the Director of Institutional Research and Effectiveness to ensure compliance with the accrediting agency for the Institutional Effectiveness sections.
7. Administer and analyze collegewide surveys related to staff and faculty satisfaction. Provide technical expertise and consultation to departments on survey development and data analysis.
8. Manage the assessment and faculty credentialing portion of the annual reporting requirements in WEAVE online; provide technical assistance, field calls, create Detailed Assessment Reports, import data, and annually roll units for all departments.
9. Create the annual SUA/IPR calendar, manage personnel changes, and schedule the Service Unit Assessments (SUA) and Instructional Program Reviews (IPR). Provide all necessary communication regarding Administrative Staff presentations.
10. Represent the Director of Institutional Research and Effectiveness as needed.
11. Must be adaptable to performing under moderate levels of stress imposed by frequent deadlines, peak workloads, or public/student contact.
12. May be required to work a flexible schedule - late afternoons or evenings, or on weekends.
13. Other duties as assigned.

ESSENTIAL JOB FUNCTIONS (Continued):

(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 essential functions.

- Acceptable hearing (with or without a hearing aid).
- Acceptable eyesight (with or without correction).
- Ability to clearly communicate, both orally and in writing, on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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 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