

# JOB DESCRIPTION



**Position Title:** Institutional Research Specialist

**Department:** Institutional Research

**Employment Category:** Non-Exempt Staff

**Primary Location:** Downtown Center

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE07

**Position Summary:** The Institutional Research Specialist is responsible for gathering data and preparing reports, maintaining a calendar of regular data reports, updating department portal site and website to maintain accuracy and current job trends information, survey development and support, serving as a point of contact for national student surveys and providing support for ad hoc requests for data and information.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties & Responsibilities:** Within the scope of college policies and procedures, this position:

Prepares and maintains records and files for reporting purposes; coordinates college surveys and course evaluations; formats surveys; provides input on survey design and distribution; responds to requests for college data and information in a variety of formats; adheres to the code of ethics established by the Association of Institutional Research

Implements the complete survey process: create surveys, run the distribution, compile reports from survey results in both Qualtrics and EvalKIT or other relevant software

Maintains Institutional Research web page on the college website and keeps the college portal site updated; coordinates and does data entry for all college guidebook submissions

Conducts data analysis, interprets job trends, and provides job trend reports for college departments and programs; researches and maintains college data dictionary

Performs other duties as assigned by the supervisor

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years related experience

*An equivalent combination of education and/or work experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office database applications  
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment  
Knowledge of data management and organization strategies  
Ability to formulate queries, manage data, and develop reports  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to a team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgement and decision-making processes  
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public  
Ability to work accurately, efficiently, and effectively with a variety of data  
Ability to maintain accurate office procedures  
Ability to work under pressure with frequent interruptions

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Executive Director of Institutional Research

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.