



Classification Description

Job Title: Coordinator, Institutional Research and Reporting

Pay Grade: 112

Job Code: 3916

FLSA Status: Exempt

Job Purpose

This position assists the Assistant Vice President of Institutional Research, Assessment, and Effectiveness in coordinating and conducting institutional research activities as which provide information to support any institutional planning, policy formulation, or decision making. Position performs data collection, data analysis, and research activities relative to institutional research and collaborates with Academic Assessment, where necessary. Position assists in the compilation of data and management of required state and federal reports regarding College.

The Coordinator of Institutional Research & Reporting provides data analyses and interpretation for reporting practices both internal and external to the College. This position works with their supervisor to assist executives, departments, and unit managers by facilitating access to student, academic, and administrative data and interpretation of that data. They will provide information and analytic support to the College's administrative decision makers to facilitate the decision-making process, policy-making, resource allocations, enrollment projections, and other processes requiring strategic analysis.

General Responsibilities

Essential Functions

Ensures faculty and administrators have convenient and effective data to record-level information available through the Banner information system.

Ensures faculty and administrators have access to accurate summary reports and analyses of aggregated data.

Provides oversight to the College's state reporting requirements and ensures state reporting deadlines are met.

Evaluates and manages the processing and maintenance of data and databases for institutional, divisional and individual needs.

Develops and maintains base and trend student demographic and performance data, coordinates environmental scanning activities, compiles data to support institutional planning, and oversees annual Full Time Equivalency (FTE) Enrollment Planning.

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Coordinates with appropriate College contacts to ensure compliance with the Florida College System's reporting requirements.

Ensures the accuracy and timeliness of College required accreditation data.

Maintains the data management system and completes regional, state and federal reports as needed.

Implements systems College-wide to analyze, verify, and validate data used for accreditation and reporting purposes. Guides College administration and staff through the electronic management system to ensure program outcomes are articulated, recorded, and managed.

Performs 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 duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

A Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years full-time professional work experience in higher education.

Three (3) years full-time professional work experience in programming/coding.

Knowledge of Southern Association of Colleges and Schools (SACS) standards.

Ability to independently travel to various campuses and other locations for College business.

Personal computer expertise including, but not limited to, relational database, statistical analysis, spreadsheet, word processing, presentation graphics, data analytic and communications software.

Knowledge of and ability to utilize Banner, SAS/SPSS, and BI reporting tool such as Argos or Cognos preferred. Demonstrated experience using office software such as Microsoft Office and Adobe programs.

Knowledge in coding/programming for BI reporting tool such as Argos or Cognos preferred.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.

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- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work effectively with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 14, 2020. Revised: October 10, 2022. Revised: July 1, 2023.