

Position: Institutional Planning and Research Specialist	Salary Grade: 21
Department: Planning and Research	FLSA: Non-exempt

Summary

Under the direction of an assigned supervisor plan, coordinate, organize, and performs a variety of functions in support of institutional planning, institutional effectiveness, and accreditation. Provides assistance and training to faculty and staff in institutional planning and preparing program reviews. Assists in providing information and data necessary to assess program effectiveness, student learning outcomes, and student success. Provides administrative support for the office of institutional research, office of instruction, the institutional effectiveness committee, and the program review committee.

Essential Duties and Responsibilities

- Assist in the preparation and coordination of accreditation reports and visits. Identify, collect, organize, and prepare evidentiary materials in support of reports. Compile data in preparation for accreditation reviews. Prepare finalized accreditation documents for print and digital publication.
- Support the coordination, development, implementation, and oversight of projects, research, surveys, and studies in support of institutional assessment, planning, research, and decision-making; recommend and assist with maintaining related timelines and priorities; assist administrators with assuring smooth and efficient progress of planning activities.
- Research, compile, compute, monitor, and organize complex data in informative printouts ensuring accuracy, completeness, and compliance with established standards and readability. Create, configure, and maintain spreadsheets, databases, graphs, word processors and assessment software (ie: TracDat) to prepare reports.
- Work with Administrators and Faculty in determining educational effectiveness (student learning outcomes), program review, and operational efficiency of various College departments, programs, and services; provide technical assistance and recommendations in the planning and development of practices, policies, measures, and procedures to enhance educational effectiveness and operational efficiency.
- Maintain current knowledge of laws, codes, regulations, and pending legislation related to institutional research, planning, and accreditation; make recommendations to modify projects, studies, functions, and procedures to assure compliance with local, state, and federal requirements as appropriate.
- Attend and participate in various meetings and committees; organize and present research-based information, analysis, and interpretation clearly and effectively.
- Create, maintain, and modify web content information and materials as directed.
- Coordinates and performs a full range of office activities. Facilitates communications regarding departmental activities, events and timelines. Organizes work to support those requirements.

- Develop schedules and timelines for the processing of program reviews and budget allocation proposals (BAPs). Compile and organize submitted BAPs, prepare BAPs for IEC review and evaluation.
- Composes routine correspondence; prepares and maintains a variety of technical and confidential correspondence, reports, documents, forms and other related materials. Establishes and maintains records, files, and filing systems.
- Reviews, edits, and proofs correspondence, reports, documents, and records for accuracy, completeness, and conformance to applicable rules and regulations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a working knowledge of the policies and procedures associated with accreditation requirements and preparation. Requires a thorough knowledge of the institutional planning process. Requires a knowledge of web page management, office practices, procedures and equipment, including filing systems, and letter and report writing.

Requires a working knowledge of personal computer based software programs that support this level of work including, but not limited to, word processing, spreadsheets, presentation graphics, and data entry onto custom data bases. Requires basic skills at facilitating small group decision-making processes. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Requires knowledge of the basic techniques and principles of public relations and communication.

▪ **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of College and department organization, state and federal laws and requirements, operations, programs, functions and special department terminology to relieve an administrator or program director of a variety of administrative detail. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the department. May require the ability to perform work assignments at all College locations.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to reach light-weight work materials. Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (55 w.p.m.). Requires sufficient visual acuity to recognize words, letters and numbers. Requires sufficient auditory ability to carry on conversations with individuals and small groups, both in person and on the phone.

▪ **Education and Experience**

Requires an Associate Degree and four years of experience or Bachelors and two years of experience working with college publications, data management, research, and related areas. Additional planning and organizing experience may substitute for some higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: _____