

Position: Institutional Effectiveness Specialist	Salary Grade: 25
Department: Planning and Research	FLSA: Non-exempt

**Summary**

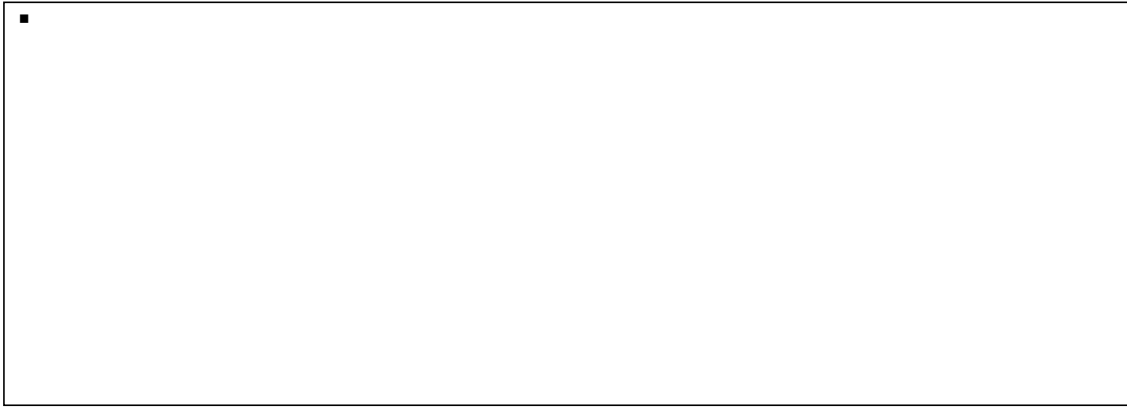
Under the direction of an assigned manager, performs research and evaluation duties in support of institutional effectiveness, data-driven decision-making and accreditation, including data collection and analysis, formulating database queries, designing and producing complex tables, graphs and reports, designing and administering surveys, obtaining research information from appropriate data sources, and performing other related tasks. Assists in providing information, data and training necessary to assess program effectiveness, student learning outcomes, and student success. Provides administrative support for the office of institutional research, 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.
- Assist with the setup and maintenance of the eLumen platform as it pertains to outcomes assessment, program review and strategic planning. Train end users on data entry and exporting reports. Assist with the creation of standard operating procedures and user guides.
- Maintain current knowledge of laws, codes, regulations, and pending legislation related to institutional research, planning, and accreditation. Make recommendations assure compliance with local, state, and federal requirements as appropriate.
- Collect, evaluate and report qualitative and quantitative information using database, spreadsheet and statistical software.
- Collect, arrange and review data according to project and study specifications and requirements; review a variety of data to ensure accuracy and completeness; prepare statistics, data and reports for distribution and dissemination to appropriate audiences in various formats including short infographics and data dashboards.

- Design database objects including tables and queries and connect to various data sources to extract and analyze data; generate a variety of data objects including, but not limited to, tables, spreadsheets, graphs and charts for use in projects, studies and analysis.
- 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 to prepare reports.
  
- 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.
- Facilitates communications regarding departmental activities, events and timelines. Organizes work to support those requirements.
- 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. Standard office procedures and equipment; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling and punctuation; operate a variety of office machines including computers and appropriate software; computerized data storage and retrieval; statistical methods and computerized statistical analysis using statistical, database, spreadsheet, presentation and word processing software; technical and research report writing and presentation methods.

▪ **Abilities**

Perform statistical analysis using computerized statistical software and accepted statistical methods; use software packages used in a research and planning office including statistical, database, spreadsheet, presentation and word processing software with proficiency and competence; learn federal, state, and local policies and regulations regarding research and accreditation in educational institutions; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; understand and follow oral and written instructions; work independently with little direction; prioritize and schedule work; prepare and deliver oral presentations; work confidentially with discretion with sensitive information.

- **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**

Any combination equivalent to: Bachelor's degree in mathematics, statistics, computer science, economics, business, social sciences, education or related field and two years' experience involving mathematical or statistical analysis including work with computer databases and statistical and/or spreadsheet software applications. Master's degree is strongly preferred.

- **Licenses and Certificates**

May require a valid driver's license. Must have minimum simplistic syntax knowledge that includes optimized large, complicated SQL statements **or** obtain Structured Query Language (Programming Language) certification preferably in Oracle before probationary period ends. Acceptable alternative programming languages include Python, and other SQL variations among popular databases.

- **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: February 15, 2023