

# **Coordinator of Institutional Research**

**POSITION SUMMARY:** The Coordinator of Institutional Research is responsible for guiding the collection and analysis of data on a wide range of institutional activities for internal and external constituents and overseeing the production of required periodic reports and special studies.

## **ESSENTIAL FUNCTIONS:**

- Respond to various information needs that are cyclical or are submitted on an ad hoc basis, including reports to IPEDS.
- Develop and maintain central data repository and the university Annual Report, Volume I: FACT BOOK, and Volume II: Unit Accomplishments.
- Conduct and/or coordinates major institutional research projects as required for development and improvement of the university.
- Coordinate with the Director of Enrollment services, the Registrar, Computer Services and other departments as needed to keep updated reports on enrollment, retention and student-related reports.
- Coordinate with the Office of Academic Affairs, the Office of Human Resources, and Computer Services to keep updated reports on faculty and staff data.
- Keep an up-to-date website which includes key performance indicators, benchmarking information, survey results and other useful info to the university.
- Coordinate and implement a broad range of activities--primarily conducting surveys, developing reports, and assisting other staff and faculty--to meet the information needs (GSS, IPS, SSI, SIR-II).
- Coordinate and process student evaluations of faculty and report results (CSS).
- Assist in SACSCOC reaccreditation efforts by generating data-based reports.
- Identifies and implements strategies to improve the integration and use of data from separate University data collections and software systems, as well as dissemination of data to University community.

## **OTHER RESPONSIBILITIES:**

- Serve as a liaison member of the Strategic Planning Steering Committee, Retention Committee, and other committees when called upon.
- Assemble and provide presentations that contribute to strategic planning efforts.
- Other duties as assigned by the Vice President for Planning & Assessment

## **DESIRED QUALIFICATIONS:**

- Minimum of Bachelor's degree in an appropriate field of study, Master's Degree Preferred.
- Experience in higher education and/or related position in business/industry.
- Exceptional organizational skills.

- Analytical skills.
- Computer skills, including a thorough understanding of Microsoft Office, and a basic understanding of web maintenance and scanning software
- Excellent oral and written communication skills.

**REPORTS TO:** Assistant Provost of Institutional Effectiveness

**FSLA STATUS:** Part of 12-month responsibilities; exempt