State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Research
Reports to: Director, Institutional Reporting
FLSA Status: Non-Exempt
Level: 117
Position Class:

Job Summary:
This is a full time, educational support staff position with responsibilities for compilation and analysis of data for institutional, state and federal reports. The Specialist, Research will participate directly in the work of the Director, Institutional Reporting with administrative responsibility for independently developing initiatives. The Specialist, Research, in collaboration with IT staff, enhances and maintains the IR web site. The RS will develop and maintain tracking systems to monitor students’ progress.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Performs research and data analysis tasks assigned by the Director, Institutional Reporting.

2. Develops and coordinates procedures to facilitate data collection and retrieval through efficient utilization of Data Services.

3. Prepares written reports including the annual Fact Book.

4. Maintain programs for data extraction from the students database and write programs.

5. Assess the usefulness, relevance and significance of national, state, and local information, trends and policies.

6. Prepares periodic evaluation reports.

7. Assists in preparation and maintenance of the department budget expenditures and balance, records and files, including the daily routine operation for the IR office.

8. Maintains a library of computer-generated reports in an organized fashion for ease of accessibility.
9. Prepare reports and correspondences required by the Florida State Board of Education Community College relating to State College of Florida, Manatee-Sarasota business, SACS (Southern Association of Colleges and Schools) Institutional Profiles, and institutional surveys.

10. Prepare Fall, Spring and Summer enrollment comparison summary.

11. Creates and maintains database and/or spreadsheet files. Inputs and updates department information into current college computer system. Oversees and maintains functional area web page.

12. Assists with the completion of requests from State College of Florida, Manatee-Sarasota’s staff and local community.

13. Develops and maintains tracking systems for different student cohorts.

14. Completes and coordinates the completion of all required Federal and State reports and ad hoc requests including surveys.

15. Performs other related tasks to meet department and job-specific requirements.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Baccalaureate degree with at least three years’ experience in programming and web application, and experience in statistics and research; or equivalent combination of education and experience. Ability to communicate effectively, orally and in writing, with faculty and staff is essential.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of people, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as proportions, percentages and growth rate. Ability to apply basic statistical concepts to such tasks as frequency distribution, sampling theory and correlation techniques. Understanding of basic algebra.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions.
furnished in written, oral, diagram, or schedule form.

- **Computer Skills:**
  Programming skills with multiple languages such as C++, JAVA, Visual Basic, and SQL. Fluent in using all applications of Microsoft Office, Harvard Graphics, Crystal Reporting. Preference given to those with experience in educational software application(s) and knowledge of database.

- **Certificates and Licenses:**
  This job has no supervisory responsibilities.

**Responsibility for People and Property:**
No responsibility for people or property.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with all levels of College faculty, staff, students and administrators.

- **External Contacts:**
  This position has routine contact with external contacts such as accrediting agencies, government or other academic institutions, student and or employment applicants, vendors, and the general public, depending on employing unit.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quite.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Service Excellence: ALL State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

**RESPECTFUL**
- Act in a courteous manner
- Actively listen to gain full understanding
- Demonstrate awareness of “everything speaks”
- Show empathy and caring

**RESPONSIVE**
- Approach people in an inviting and pleasing manner
- Take ownership of actions and decisions
- Plan, anticipate, and be forward thinking
- Answer and return phone calls and emails
- Use proper communication etiquette
- Banish the phrase “not my job”
- Provide assistance to all inquiries and follow through

**ACCURATE**
- Do it right the first time
- Be knowledgeable of product and how it interfaces with others
- Ask probing questions
- Use resources effectively and efficiently

**COLLABORATIVE**
- Participate in teams
- Develop team skill sets
- Learn available resources to be responsive to your constituents
- Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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