State College of Florida, Manatee-Sarasota
Job Description

Job Title:                         Director, Institutional Research
Reports to:                      Vice President, Planning and Institutional Effectiveness
FLSA Status:                     Exempt
Level:                           214
Position Class:

Job Summary:
This position is responsible for collecting, analyzing and providing information that supports State reporting, institutional planning and decision making.

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. Develops procedures and coordinates efforts to facilitate data collection and retrieval through efficient utilization of computer technology for the operation and reporting of the State databases.

2. Monitors the collection and analysis of data concerned with the Florida Education and Training Placement Information Program (FETPIP), Program Progression Points, Performance Based Budgeting and Accountability Reports.

3. Establishes administers and coordinates the College’s institutional research activities including collecting, analyzing, interpreting and reporting information on the characteristics of the College for use in decision making.

4. Responsible for the implementation of the institutional reporting system for State and Federal requirements.

5. Analyzes, evaluates and Formulates interpretations of data compiled by the office or received from other offices or agencies.

6. Assesses the relevance and significance to the College of National, State, and local information, trends, and policies; develops written digests and recommendations for dissemination to offices or agencies concerned.
7. Serves as consultant to College committees, staff, faculty, individuals and groups as requested.

8. Works within the College structure and among community groups to facilitate communications conducive to educational research, planning and data collection for the benefit of students, faculty, administration and the community.

9. Supervises, evaluates, and coaches department staff.

**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:**
  Master’s degree from an accredited university, and more than three years’ related experience and/or training, or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  Proficient in word processing, database, spreadsheet, and presentation software. Proficient in specific software applications: SAS application, SPSS, report writing software, College database software, and Harvard Graphics.

- **Certificates and Licenses:**
  None required.
Responsibility for People and Property:
Supervises Institutional Research staff.
Responsible for the development and maintenance of the departmental budget.

Responsibility for Communication:
- Internal Contacts:
  Routine contact with State College of Florida, Manatee-Sarasota faculty and staff.
- External Contacts:
  Occasional contact with the Division of Community Colleges and the federal government.

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 work environment is very quiet.

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.

This position requires routine sitting and use of manual dexterity and occasional reaching with hands and arms and talking or hearing. There are no special vision requirements.

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. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>