

**College of the Siskiyous
Job Description**

Job Title: Specialist, Institutional Research **FLSA:** Exempt

Group: Admin. Support/Management **Salary Schedule:** Admin Support/Management

Job Summary:

Provides objective, systematic and thorough research and analysis in support of the institutions strategic and operational planning, policy formation and decisions making.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Coordinates institutional research efforts in response to internal and external reporting requirements, including matriculation evaluation and accreditation.

Collects, analyzes and reports statistical data related to students, staff, faculty, and the community.

Utilizes campus data to compute and report performance indicators.

Implements comprehensive research projects related to assessing institutional effectiveness.

Designs and implements systems to improve campus-wide access to data.

Initiates, carries out and reports periodic surveys of students, staff and community.

Conducts annual validation studies of campus placement tests.

Provides support for strategic planning, accreditation, and decision making.

Processes, designs and implements ad hoc requests for college statistics from administration, staff, faculty, external agencies and the community. Prioritizes research requests.

Processes confidential information including but not limited to the preparation of statistical reports for use in negotiations.

Provides general supervision over appropriate office staff and student workers, assists in the evaluation of performance of each through review of work.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession a Bachelor's Degree. At least two (2) years experience in research planning and assessment in a higher education environment. At least three (3) years experience with statistical and database applications.

Knowledge: Knowledge of principles and practices of Institutional Research; higher education principles and practices; college state regulations; PC and related software, including database and statistical software; statistical analysis; survey design, distribution and compilation; information management principles.

Ability: Ability to provide leadership in Institutional Research; communicate effectively verbally and in writing; operate a PC and related software; organize, prioritize, and oversee a variety of tasks simultaneously; maintain effective working relationships with other people.

Physical Effort/Work Environment: The physical demands and work environment 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. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

Job Description Approved: 2/11/03