



**Job Title: Institutional Effectiveness  
Coordinator**

**CLASSIFICATION DESCRIPTION**

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**Department:** Varied  
**Pay Grade:** 115  
**FLSA Status:** Exempt  
**Remote Work Eligible:** Yes

**JOB SUMMARY**

This position coordinates an assigned College's strategic planning and assessment process as well as the state reporting function. Responsibilities may include: developing and maintaining a comprehensive system to compile, manage, evaluate, and report data associated with College goals and institutional initiatives; overseeing the process for the development and implementation of surveys and program assessments; managing data systems for state reporting; reviewing and approving state reports; and performing the duties of the other employees as assigned. This position may also supervise assigned institutional research staff.

**DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

**ESSENTIAL JOB FUNCTIONS**

- Oversees the development and implementation of the institutional survey and academic program assessment processes.
- Develops and executes research; develops or selects data collection instruments; and determines what survey requests should be completed and what methods of administration to use.
- Extracts, manipulates, and processes data utilizing a variety of resources; performs complex statistical computations and analyses, aligns the analyses with the strategic objectives of the College; and provides advice on implications of results.
- Manages the data system for state reporting; reviews and approves a variety of reports related to strategic planning, which includes gathering and assembling a variety of data; and prepares and submits reports addressing external reporting requirements.
- Ensures academic program assessments are completed in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as it relates to continuous improvement and accreditation; provides guidance to deans and faculty to develop program goals and identify action plans for continuous improvement College-wide.
- Conducts student surveys to ascertain level of student satisfaction; graduation surveys to examine demographic profile and educational experience of graduates; academic

program assessments to determine level of learning outcomes; state review of information to determine which programs should be eliminated; annual audit of health of SPC academic programs; review of specialized program accreditation to determine whether those programs adhere to their specific standards; general education assessments including all students; and other special surveys and reports.

- Confers with faculty and administration to determine issues and needs related to research and assessment; implements and analyzes research studies which include administering and coordinating responses to surveys.
- May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Maintains the accreditation websites; ensures common language is used in all program and regional accreditation reports.
- Makes presentations.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Master's degree in computer applications, statistics, educational research; higher education administration, or a related field; three (3) years of related work experience in statistical analysis or applied research; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Supervisory principles;
- Project coordination techniques;
- Research and data analysis principles and practices;
- Assessment, evaluation, and measurement principles;
- Research instruments;
- Statistical methods;
- Mathematical concepts;
- Data extraction and transformation;
- Surveying methods; and
- Computers and related software applications.

#### Skills in:

- Analyzing research reports;
- Coordinating research projects within the department;
- Performing qualitative and quantitative research analysis;
- Using research instruments;
- Extracting and transforming data and information;
- Performing mathematical and statistical calculations;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

#### Ability to:

- Prioritize and assign work; and
- Monitor and evaluate employees.

### **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***