

Job Title: OPS Research Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

The Institutional Effectiveness series includes positions responsible for the tracking, reporting, reviewing, and analyzing institutional or curriculum related data. Incumbents compile, review, and report on organizational data. Positions may have responsibilities in one or both areas described below based on assignment.

Institutional Research - Incumbents in the Institutional Research function are responsible for analyzing, tracking, verifying, and reporting on college data such as student, financial, personnel, and facilities.

Curriculum Support - Incumbents in the Curriculum Support function are responsible for analyzing, tracking, verifying, and reporting on college curriculum and advising related data.

Requirements:

Education:

Associate's degree.

Experience:

Two years of data management or related experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Research design principles and practices;
- Current issues in higher education;
- Assessment, evaluation, and measurement principles;

- Database management;
- Data extraction and transformation;
- Advanced mathematical and statistical methods and principles;
- Computers and related software applications.

Skills:

- Designing research methods and evaluation models;
- Planning, creating, and maintaining databases;
- Formatting and generating reports;
- Performing mathematical and statistical calculations;
- Extracting and transforming data and information;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.

**Potential
Frequency**

- | | |
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| 1. | Identifies and records data which is critical to the College; reviews data forms and reports; initiates and completes reports based on compiled information. |
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Daily

These duties are a representative sample; position assignments may vary.		Potential Frequency
		45%
2.	Extracts, manipulates, and processes data utilizing a variety of resources; performs basic and complex statistical computations and analyses, aligns analyses with the strategic objectives of the College; and provides advice on implications of results.	Daily 30%
3.	Prepares 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.	Daily 25%
4.	Performs other duties of a similar nature or level.	As Required

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.