



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

JOB DESCRIPTION

POSITION:	Coordinator of Institutional Research & Assessment
LOCATION:	Institutional Research & Assessment
REPORTS TO:	Director of Institutional Research & Assessment
GRADE:	CCRIPSA 12
WORK SCHEDULE:	35 hours per week; Non-Standard
SUPERVISES:	May supervise professional and student workers, including providing instruction for tasks and reviewing work for accuracy.

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: The individual will assist in the development of information systems and perform research, administrative and analytical tasks to support the operational, planning and management decisions of the College and to meet external reporting requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the design and implementation of research and information systems to support college planning, student learning outcomes assessment and decision making.

Conduct research on the characteristics of the institution, to include students, personnel, and graduates.

Collect, analyze, and report data for both internal and external communities.

Maintain compliance with IPEDS and other federal and State reporting requirements.

Respond to requests for information from publishers of college guidebooks and other national surveys.

Provide responses to ongoing and ad hoc requests for institutional information.

Support CCRI's annual Career Placement & Graduate Transfer Report.

Work with the team to prepare and deliver presentations of research findings.

Work jointly with College administrators, faculty, and staff and external institutions and agencies as required.

Work collaboratively with the institutional research and assessment team as required.

Assist the director in the implementation of policies and procedures of the office.

Develop and maintain complex statistical data reports, pivot tables, graphs, charts, presentations, etc. for management use; maintain historical data for comparisons.

Working collaboratively with the director, provide analytical support and advice to departments requiring help with the compilation of information as well as statistical analysis of survey results.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Work collaboratively with others in a diverse and inclusive environment.

Perform related duties as assigned by the director of institutional research & planning.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer hardware and software, as well as peripherals; Highly proficient with MS Excel, especially advanced pivot table reports, MS Access, Toad (SQL tool) and SPSS.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS

Bachelor's degree in a related field, with emphasis on quantitative skills and statistical analysis is required.

A minimum of five years' experience in a college Institutional Research or Assessment office or related area is required; community college experience preferred.

Demonstrated proficiency with the analysis package, advanced spreadsheets including pivot tables (Excel), word processing, relational databases, and graphic and presentation software required.

Strong problem solving skills and a demonstrated ability to handle complex tasks simultaneously are essential.

Demonstrated ability to gather, compile, and analyze research data and present data in tabular, pictorial, and graphic form required.

Accuracy and precision in data interpretation and reporting is necessary.

Ability to communicate effectively and maintain cooperative working relationships; demonstrated ability to

work with extracted data, utilize an SQL tool to query the college's database and verify the results in a deadline and detailed-oriented office is required.

Three or more years of experience with an ERP system, preferably Banner (Ellucian), is required; must be able to maintain the strictest confidentiality of information.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ehcanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>