



Job Description

Job Title:	Coordinator Institutional Effectiveness	Grade:	M
Department:	Institutional Effectiveness	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provides needs assessment to units/departments working on new program start-ups, innovations, initiatives and entrepreneurial activities. Provides research support and information for existing programs and services. Performs research studies, develops standard protocols and resources to support research service.

Characteristic Duties and Responsibilities:

1. Search databases, print materials and the Internet for information, data and best practices for new start-up programs, innovations, initiatives and entrepreneurial activities.
2. Performs activities relating data mining, data validation, data collection, needs researching (current and future), and best practice researching.
3. Assists with research on changing trends for existing occupations, distance education, teacher education programs, technology-assisted classroom instruction, new technologies, adult learning techniques and innovative faculty development programs, development programs for professional and staff.
4. Works with teams of individuals in launching new start-up programs, innovations and entrepreneurial activities.
5. Creates standard search protocols to assure consistent and thorough research on all requested research. Creates and maintains a network of research resources to facilitate requested research.
6. Develops a website supporting the research service such as resources available, policies, procedures, collection access, etc.
7. Conducts needs assessments for new start-up programs, innovations and entrepreneurial activities, including focus groups, surveys and interviews.
8. Interacts with administrators in Resource Development, Institutional Research, The Futures Academy, The Services Corp., Instruction and the Center for Applied Research.
9. Provides update information to League projects and opportunities. Researches county and city initiatives, budgets, and strategic plans for trends and opportunities. Tracks state and national legislation.
10. Works with instructional units to coordinate and implement program and unit review.
11. Works with units across the college to develop surveys and assessment instruments.
12. Uses online/scanning survey software.
13. Uses SPSS/SAS to analyze data and information.
14. Assists in training faculty and staff on program review, assessment, learning outcomes and accountability.
15. Coordinates and implements planning activities.
16. Assumes responsibility for keeping the college in compliance with SACS IE core requirements and comprehensive standards.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. February 2013



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17. Serves on institutional effectiveness related committees (e.g. general education, institutional effectiveness, learning outcomes, SACS compliance certification) as needed.
18. Works with college departments to develop and deliver annual college-wide surveys.
19. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Associate Vice President for Institutional Effectiveness
Direction Given: No responsibility for supervision of other staff

Minimum Requirements:

Master's Degree from a regionally accredited institution and three years of experience in Institutional Effectiveness. This position requires a solid understanding of the concepts of institutional effectiveness, the ability to work well with others and manage projects.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge and experience with the US Census database, national resources of population data and various Internet search techniques

Ability to work in teams and assist individuals with vague ideas to solidify them

Ability to communicate with individuals from diverse background, levels of education and rank

Ability to maintain focus and self-direct

Proficiency in Microsoft Excel, Access, Word, PowerPoint and general computer skills

Strong skills in researching, research interviewing, and organizing

Highly developed interpersonal skills; must be intuitive, creative and inquisitive



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Working Conditions:

Typical office environment; occasional discomfort resulted from high usage (75% of time) of a computer terminal