CROWDER COLLEGE
POSITION DESCRIPTION

Status: Half-time, 12 months, **Grant Funded**	**Job Title:**	INSTITUTIONAL RESEARCH DATA SPECIALIST
Revised: 07/29/2016	**Department**	INSTITUTIONAL RESEARCH
Level: Professional	**IPEDS**	PROFESSIONAL
FLSA: Exempt – as currently defined by DOL	**Reports to**	DIRECTOR OF INSTITUTIONAL RESEARCH

POSITION SUMMARY

Provide departmental support for the Institutional Research Office, with specific responsibility for Non-Credit Access Database management and reporting. Responsibilities include, but are not limited to: build and enter data in order to generate reports; analyze data and verify data accuracy in developing reports; and create, analyze, troubleshoot, and de-bug new/existing software programs. This position will also provide support as needed to the Grants Director for MoStemWINS Grant reporting. **Position contingent upon grant funding.**

MAJOR FUNCTIONS

1. Build, enter, and mine data using Microsoft Excel and Access.
2. Ensure data security, integrity, and consistency.
3. Analyze data and verify data accuracy in developing reports.
4. Create, analyze, troubleshoot, and de-bug new/existing Access database.
5. Assist as needed with grant project, noncredit programs, and noncredit initiatives.
6. Communicate project status and developments both in oral and written manner.
7. Coordinate and provide Non-Credit Database technical support and training as necessary.
8. Attend and participate in Non-Credit Initiative meetings as necessary.
9. Assist the Director of Institutional Research and Academic Data Specialist with CIP crosswalks.
10. Assist the Grants Director with ETO System Updates and Reporting as necessary.
11. Perform other related duties as assigned by the Director of Institutional Research.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Associate's degree or equivalent in education/experience preferred.
2. Two years full-time related work experience.
3. Ability to create and maintain Excel spreadsheets for reporting and other purposes.
4. Ability to develop Access databases as needed to fulfill job responsibilities.
5. Knowledge of and ability to use relational databases to track a variety of information.
6. Knowledge of general office procedures and office filing systems.
7. Ability to perform multiple tasks and remain calm during frequent interruptions.
8. Ability to establish and maintain positive working relationships with other employees, including obtaining information from faculty as needed to complete assigned duties.
9. Ability to handle confidential material judiciously.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

Ability to operate a personal computer using the Windows environment.
Ability to operate a personal computer within the Crowder College network environment.
Ability to use E-mail.
Ability to do advanced word processing using MS Word.
Ability to use EXCEL.
Ability to use ACCESS database applications.
Ability to key routine documents.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Will work 20 hours per week between the hours of 8:00 a.m. and 4:30 p.m. with adjustment of hours involving evening work from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
4. Ability to concentrate on assigned tasks and pay close attention to detail.
5. May sit at a workstation for up to three (3) hours at a time.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions.
3. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Effective telephone communication skills, including ability to obtain and provide information verbally.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
4. Ability to read and write English in order to perform spelling, grammar, and proofreading edits.