

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Institutional Research & Planning Coordinator	FLSA status:	Non-exempt
DEPARTMENT:	Institutional Research & Planning	REPORTS TO:	Director of Institutional Research & Planning

Position summary: Institutional Research & Planning Coordinator is responsible for coordinating and assisting the Director in research, effectiveness, assessment, and planning for the institution by collecting, analyzing, and providing accurate data and information for accountability purposes and for decision making. The selected candidate will assist in the coordination of a comprehensive program of institutional research to provide necessary data to all segments of the college. This position reports directly to the Director of Institutional Research & Planning.

Position responsibilities:

- Collects student data and report, as requested, within appropriate time frames, such data to federal, state, and local agencies. These reports include IPEDS, THECB Accountability and closing the Gaps data, Legislative Budget Board Performance Measures, National Student Clearing House, and others.
- Assist with institutional effectiveness and assessment data and assures all programs/departments are submitting timely and accurate reports on outcomes, assessments and evidence of use of results. □ Assist with the design of program review and provide related data to programs and departments.
- Interpret and analyze a variety of information and complex qualitative and quantitative data; measure progress against established standards as needed.
- Provide data for completion of reports such as accreditation self-study, internal and external surveys.
- Assist with institutional research projects to assist the college in assessing institutional, program, and student learning outcomes, planning, enrollment management, accountability, policy formation, and decision making for use in institutional effectiveness.
- Collects data about academic and technical enrollments, contact hours and course offerings and report such data to the Director of Institutional Research & Planning.
- Assist in developing the annual “Fact Book” for the College President and the data necessary from various departments on campus.
- Assist in preparing, distributing, collecting, analyzing, and reporting the results of surveys, and other information gathering devices needed for the institutional decision-making process.
- Assist with tracking student graduates.
- Maintain the confidentiality of personal information in accordance with college policy.
- Perform all other duties as assigned and assist the Director of Institutional Research & Planning.
- Attend events sponsored by the College

Minimum Position Requirements:

- Bachelor’s degree with emphasis in data analysis or business. Three years’ experience with research computing preferred. Knowledge of information and data analysis; planning and evaluation techniques; experience with computer software use in data collection and analysis; knowledge of current methods of assessing student learning and institutional outcomes. Knowledge of research and data collection methods; formal report writing preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies) in distance education.
- Knowledgeable in Microsoft Office package.
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Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.