

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020**

ASSOCIATE DIRECTOR, ACADEMIC AND STUDENT ACHIEVEMENT

FLSA STATUS: EXEMPT - PAY GRADE: 22 – P

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Associate Director of Academic and Student Achievement provides leadership in developing, planning, and implementing comprehensive data collection, analysis, and reporting on the College's BRIDGES Title III Strengthening Institutions Program. The Associate Director provides leadership in the development and implementation of the wrap-around services supports for the Collegewide FSCJ Promise program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads conceptual development of BRIDGES research, consulting academic and student services staff to plan, design, and execute projects and special report requests, with including study design, sampling, quantitative and qualitative data collection, analysis, and reporting. Develop, maintain, administer, and manage reporting applications, which includes state and federal reporting, data sets of analytics, data reporting forms, operational reports and data audits.

Informs College leadership and other College units on the outcomes of FSCJ Promise and Single Stop initiatives.

Creates, verifies, and maintains internal data files and datasets used for various BRIDGES student analytics and research reports and updates.

Collaborates with IT, College Data Reporting, and Student Analytics/Research units to coordinate research and reporting efforts.

Accesses, formats, and manipulates student, instructional, and institutional data using relational database and related tools to produce standardized datasets for further statistical analysis.

Creates and implements continuous improvement plan for grant activities using program data and input from FSCJ Promise program and Single Stop stakeholders.

Compiles data for various meetings and special reports, and for the annual program review, using visually engaging and accessible data products, including tables, charts, and graphs to aid in developing institutional practices, processes, and procedures.

Oversees the development and implementation of wrap-around services for the FSCJ Promise and Single Stop programs, engaging with cross-functional teams to ensure institutionalization of new practices.

DATA PROGRAM MANAGER – Page 2

Establishes and leads FSCJ Promise student cohorts to increase their opportunities for academic success through academic advising, career planning and development, academic success coaching, and coordinated referrals for academic and student support services.

Perform other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from accredited college or university with concentration in areas such as higher education administration, social work, counseling.

PREFERRED Qualifications

Above qualifications with background in data analytics and research.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

DATA PROGRAM MANAGER – Page 3

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 03/2019; Updated 12/2019; Updated 10/22/20