

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

INSTITUTIONAL EFFECTIVENESS COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: – 18 - P

**JOB FAMILY: ORGANIZATIONAL PLANNING
JOB FUNCTION: INSTITUTIONAL ADVANCEMENT**

GENERAL STATEMENT OF JOB

The Institutional Effectiveness Coordinator collaboratively supports institutional accreditation, program accreditation, and institutional research efforts, including accreditation report development and review, accreditation software management, professional development, and support of institutional research projects. This position also oversees and supports the College's use of accreditation management systems. This position designs and facilitates training and provides technical assistance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Demonstrates proactive, collaborative, and active engagement with members of the department and other College employees. Assists the department with routine and special department projects, including research, data compilation, and report preparation.

Assists with the coordination of data requests, data research projects, and other ad hoc institutional research projects and requests; creates, sends and responds to correspondence and inquiries about assigned projects.

Facilitates the coordination of institutional effectiveness projects, initiatives, and various ad hoc institutional effectiveness activities. Handles the creation, distribution, and response to correspondence and inquiries related to assigned projects.

Leads the preparation of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reports by monitoring internal College activity and drafting correspondence regarding accreditation activities. Review approved curriculum proposals to determine the need to report substantive changes.

Manages accreditation compliance narrative and evidence document collection, assembly, and publication and reviews compliance evidence to help determine currency, relevance, and format.

Manages institution-level review and tracking of programmatic accreditations and licensures. Provides training to program managers and updates to administration.

Plans and facilitates accreditation-related workshops and Substantive Change workshops, seminars, and events for employees and other stakeholders.

Assists with planning and hosting of SACSCOC accreditation visits. Coordinates the drafting of SACSCOC Substantive Change packages and internal reports with the monitoring of related activities, forms resources, and calendared events.

Oversees and manages the College's use of the accreditation management systems; and assists the Office of Institutional Effectiveness in deploying the use of the systems; and provides training and technical support.

Plans, coordinates, writes, edits, lays out and produces institutional effectiveness newsletter.

Provides college-wide institutional reporting to maintain and provide reporting data to support students, staff, and faculty.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and two (2) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited institution and three (3) years of related experience, strong technical skills, and project management experience. Experience working in higher education with knowledge of accreditation.

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.

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: 5/12/25