

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

DIRECTOR OF STUDENT ANALYTICS AND RESEARCH

FLSA STATUS: EXEMPT – PAY GRADE: 25 – A

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

GENERAL STATEMENT OF JOB

The Director of Student Analytics and Research leads the design, development, implementation, and management of the Collegewide institutional research and analytics initiatives. This position produces and disseminates analytical insights that support strategic planning, academic program evaluation, student success, enrollment management, accreditation, grant development, and institutional decision-making. This position applies advanced statistical, data mining, and business intelligence techniques across multiple platforms and data sources to inform and guide leadership decisions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Designs, directs, and manages Collegewide analytics and instructional research projects by integrating multiple data sources using advanced methodologies and tools to support leadership decision-making.

Develops, evaluates, and reports on assessment and survey research involving students, faculty, business, and community stakeholders.

Utilizes platforms such as SQL Server, Oracle SQL Developer, IBM/SPSS, R-Studio, and Oracle Analytics Cloud (OAC) to perform statistical modeling, data mining, and visualization.

Maintains and updates the FSCJ Fact Book, serving as the definitive reference for institutional data.

Produces and publishes research reports that clearly communicate findings, implications, and recommendations.

Applies institutional research best practices and contributes to the professional body of knowledge through presentations and publications.

Applies quantitative, qualitative, and mixed-method research designs to address emergent needs across different areas including academics, distance/online instruction, workforce education, student services, business services, resource development (grants), and others.

Manages, monitors, and updates multiple research, assessment, survey, and analytical projects using project management system, maintaining records of completed initiatives.

Receives, evaluates, and manages Institutional Review Board (IRB)-related requests, providing guidance on human subjects research and recommending actions in line with federal regulations and Institutional Review Board Organization (IORG) compliance. Assesses research impact, determines appropriate follow-up, and oversees institutional IRB renewal requirements.

DIRECTOR OF STUDENT ANALYTICS AND RESEARCH- PAGE 2

Collaborates with institutional leadership and data stakeholders to integrate internal and external data sources, supporting informed decision-making.

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

Perform other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Associate Vice President of Institutional Effectiveness.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience in project management, business and relational database analytics.

PREFERRED QUALIFICATIONS

Master's degree in a behavioral or social science, statistics, marketing research, information management, or related field from a regionally accredited institution. Three (3) years of experience in data collection, analysis, and application. Proficiency in research and administrative software. Experienced in handling large datasets and applying advanced statistical methods, including predictive modeling and machine learning techniques

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

DIRECTOR OF STUDENT ANALYTICS AND RESEARCH- PAGE 3

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

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 rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. 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 giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 9/07

Revised: 8/25/25