

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**INSTITUTIONAL RESEARCH ASSOCIATE ANALYST**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 16 – C**

**JOB FAMILY: ORGANIZATIONAL PLANNING**

**JOB FUNCTION: INSTITUTIONAL EFFECTIVENESS AND ADVANCEMENT**

**GENERAL STATEMENT OF JOB**

The Institutional Research Associate Analyst leads and assists with the design, development and management of employment and workforce data by working collaboratively with internal staff to provide research and analysis for current workforce programs, service area employment needs, training and educational needs, skilled/credentialed workforce research, and provide data and research for proposed new workforce programs, workforce training, and employment needs. The Institutional Research Associate Analyst assists in data retrieval and clean up for student analytics and research projects.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provides data and analysis in identifying high demand programs and occupations needed in the College service area. Identifies and catalogs public employment websites and develops reports related to job openings, educational requirements, occupational demands, competitive wage levels, and employment trends.

Obtains, accesses, extracts, formats/cleans/prepares, integrates, prioritizes, and manages multisource employment and trend data for analytics reports.

Develops queries in PeopleSoft to retrieve and clean up student data needed for research and analysis.

Produces and updates annual service area environmental scan and service area educational needs reports.

Measures, monitors, evaluates, revises, and updates data collected in support of grant/program proposal development. Provides grant writing assistance, by providing the needed supporting data for submission to funding sources.

Researches topics as requested by College clients and stakeholders. Defines research project specifications, assesses analysis options, and determines reporting strategies, in support of ongoing priorities.

Disseminates information by serving on College councils, committees, and task forces and makes presentations to appropriate College audiences.

Provides data and analytics for strategic planning, institutional effectiveness, resource development, strategic enrollment management, program measurement/evaluation, and related College meetings, events, and initiatives.

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Collaborates with internal and external departments, offices, individuals, organizations, and groups to obtain data required to fulfill workforce development proposals and projects.

Supports other departments by extracting and summarizing data for specific departmental use. Checks extracted data for quality, accuracy, and appropriateness of use.

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 administrator.

### **SUPERVISION EXERCISED**

Employee acts in a lead capacity.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and five (5) years of related experience.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and five (5) years of institutional research and reporting experience in higher education.

### **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.

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**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.

**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).

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

**Effective:** 07/2020

**Revised:** 11/14/23