

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

RESEARCH AND REPORTING PROJECT COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 17 - C

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

GENERAL STATEMENT OF JOB

The Research and Reporting Project Coordinator assists in planning and coordinating projects specifically related to state and federal reporting and institutional analytics and research.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinate research projects related to state and federal reporting and institutional analytics and research.

Assist in planning, developing, executing, and evaluating research projects focused on the measurement of student success, retention, growth, performance, experience, satisfaction, progress, and development.

Assist in the development and revise, edit, produce and proof proposals for grant funding and other documents.

Demonstrate familiarity with project management principles and techniques to support timely delivery of key project deliverables.

Provide administrative support to procure, deploy, and manage standardized survey and assessment vendor relationships.

Coordinate and oversee specialized short and long term research projects as assigned.

Apply broad/substantial software application knowledge related to data acquisition, Formatting, manipulation, organization, cleansing, maintenance, and reporting.

Test computer applications and troubleshoot computer problems as required. Coordinate, develop, maintain electronic file content on one or more systems. Monitor and manage assigned budgets, to include grant budgets where applicable.

Assist in performing support and administrative duties to develop, analyze, and provide recommendations for department resource acquisition and budget modification.

Assist supervisor in both routine and specialized department projects (e.g., statistical and financial analysis, research, data collection, procurement, compilation, summarization, and report preparation).

Ensure the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepare complex and/or special reports as directed.

Perform other related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May act in a lead capacity.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university supplemented by three (3) or more years of related experience. Must have effective written and verbal communications skills.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited institution and three (3) years of general business experience. Specific experience/knowledge with MS Access, Excel, MS SQL Server, SharePoint, html/web applications, SAS is desirable.

**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: 2017