



# COASTAL ALABAMA COMMUNITY COLLEGE VACANCY ANNOUNCEMENT

## Institutional Research Specialist

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**STARTING DATE:** As soon as possible

**BASE CAMPUS:** Bay Minette

**REQUIRED QUALIFICATIONS:** Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process. The following are the minimum required qualifications for this position:

- Bachelor's degree from a regionally accredited institution is **required**.
- Demonstrated excellent computer skills to include Microsoft Excel is **required**.
- Must possess excellent organization and communication skills is **required**.
- Two years' experience working in an office environment is **required**.

**PREFERRED QUALIFICATIONS:** The following are the preferred qualifications for this position:

- Experience in quantitative and qualitative research, statistical analysis and reporting is **preferred**.
- Knowledge of local, state and national community college issues; academic and student development programs; federal and state reporting; accreditation requirements; institutional effectiveness and student learning outcomes; development of assessment tools **are preferred**.
- Ability to collect, organize, and analyze data is **preferred**.
- Experience in institutional effectiveness is **preferred**.
- Familiarity with survey software is **preferred**.

**DESIRED PROFILE:**

Preference is given to candidates who can demonstrate through their experiences and accomplishments:

- An understanding of and commitment to the philosophy and mission of a comprehensive community college.
- Commitment to all students and faculty including those of diverse cultures and ethnic backgrounds.
- An understanding of the broad range of students' abilities in an open admissions college and the ability to communicate to the community college student population.
- Good interpersonal skills.
- Demonstrated speaking and writing skills.

**ESSENTIAL  
FUNCTIONS:**

The Institutional Research Specialist will provide support to all functions of the office of Institutional Effectiveness, Research, and Planning, and will assist the Director of Institutional Effectiveness, Research, and Planning in documenting institutional effectiveness efforts of the College. Also, the Institutional Research Specialist will collect and analyze data to generate reports in support of the College's Mission and Goals and act as a liaison with academic units and administrative departments as the single point of contact for data and analysis needs to support decision making.

At a minimum, the essential functions of the Institutional Research Specialist shall include:

- Completing local, state, and federal reports
- Assisting in the compilation and sharing of institutional data as requested to promote data drive decision making
- Reporting student achievement measures annually
- Assisting with academic and technical program reviews and evaluations
- Providing support to College faculty, administrators, and staff for documenting unit outcomes and student learning outcomes for institutional effectiveness
- Generating the General Education Competencies reports
- Documenting the review of the College's mission, purpose, and goals annually
- Assisting in the maintenance of assessment, research, and planning software for institutional effectiveness, research, and planning operations
- Assisting in the development of office publications and presentations promoting data sharing to include the Factbook and the College's Institutional Effectiveness Annual Plan

- Assist in the distribution of college-wide surveys and assessments for institutional improvements, monitoring submissions and issuing communications to encourage participation
- Formatting, printing, and binding reports and publications
- Monitoring office webpage and update as needed with required information
- Providing data as requested from both internal and external stakeholders
- Providing studies and reports as shall be requested by the Director, Dean of External Funding or the President
- Becoming familiar with and adhering to all College policies and procedures.
- Becoming thoroughly familiar with all pertinent state and national policies and complying with said policies.
- Serving on and providing information to College committees as needed.
- Maintaining a highly professional attitude and demeanor at all times.
- Exhibiting appropriate and satisfactory leadership within the College.
- Complying with ACCS and College policies, as well as state and federal laws.
- Providing responsible, adequate, and satisfactory leadership on the campus and within the College.
- Communicating positively and professionally in all aspects of the position.
- Ensuring the positive promotion of the College and integration of all campuses within the College.
- Perform other duties as assigned.

**SALARY:**

Salary level will be determined by educational attainment in accordance with the Alabama Community College System Salary Schedule **E3-05**.

**APPLICATION PROCEDURES:**

A complete application packet consists of the following:

- A completed **online** application form.
- A signed cover letter describing specifically how your experience and qualifications meet the minimum requirements.
- Current resume' showing education degrees earned and complete employment history.
- Copies of transcripts from **all** colleges attended where degrees were **conferred**. Degree(s) must be posted on transcripts. Official copies will be required if employed with the institution.

All applicants are **required** to apply on-line for job opportunities. To apply on-line, go to <http://www.coastalalabama.edu/employment/> click on the job title you are interested in and then click on the "Apply" link. If this is the first time you are applying using our on-line job application, you will need to create an account and select a Username and Password.

Applicants must meet the minimum qualifications as indicated in this vacancy announcement and must submit a completed application packet in order to be considered

for an open position. Only completed applications received during the period of this vacancy announcement will be considered.

**Please Note:**

- It is recommended that you have digital (PDF) copies of your resume and unofficial and/or official transcripts. You will be required to upload this during the application process.
- You must submit three professional references' contact information while you are completing the application for employment.
- We do not accept paper, faxed or emailed applications and application materials.
- You may not put “see resume” on any section of the application form.
- Please ensure that uploads are not behind a paywall or a password-protected area. The screening committee may disqualify your application packet if required uploads are inaccessible.
- When you finish the steps to apply to a job, you will receive an on-screen notice that you’ve successfully applied. However, this notice does not mean your application materials are complete.
- **Correspondence regarding positions (i.e. scheduled interview appointment, position filled announcement) will be sent to applicants through the e-mail address used on the applicants’ NEOGOV accounts. Applicants are required to monitor their e-mail accounts for updates regarding positions.**
- Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

**APPLICATION DEADLINE:**

Applications should be submitted no later than **11:59 p.m. CST on Monday, April, 5<sup>th</sup>, 2021**, and will only be accepted through the **online** application process.

Applicants who fail to submit a completed application packet will be disqualified.

**INTERVIEW PROCESS:**

The President will appoint a Screening and Interview Committee to include representatives of the College faculty and staff. This committee will employ appropriate procedures, including the review of application packets, interview, and demonstration of competency, to determine which applicants are to be recommended to the President for further consideration. From all the applications received, a screening committee will select the applicants to be interviewed. All initial interviews will be conducted in person and applicants must travel at their own expense.

**ADDITIONAL INFORMATION:**

Coastal Alabama Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

It is College policy to provide equal opportunity for employment and advancement to all applicants and employees as required by appropriate federal and state law.

Coastal Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Human Resources Office prior to the interview.

Coastal Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

The College reserves the right not to fill the positions in the event of budgetary or operational constraints.

Coastal Alabama Community College is a multi-campus organization and employees of the College may be assigned to work at any of the College worksites, may be required to travel among various work sites for both day, evening, and weekend responsibilities, and must provide their own mode of transportation.

Coastal Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.