Job Title: Institutional Effectiveness Specialist  
Job Code: 10912

**JOB SUMMARY**

The Institutional Effectiveness Specialist assists with the design, development, and implementation of system educational research and evaluation, planning, data collection and analysis, and operational planning.

**MAJOR DUTIES**

- Participates in the design and implementation of the evaluation, planning, budgeting system that local institutions use to assure quality programs and services;
- Reviews planning documents to collect, compile, and analyze basic institutional data for research, planning, and budgeting;
- Participates in the development of data compilation techniques and analysis mechanisms used to analyze the evaluation, planning, and budgeting documents;
- Prepares reports and communicates analysis results to appropriate personnel in the department;
- Provides technical assistance and monitors federal programs for compliance with regulations;
- Assists the supervisor and other specialists in coordinating, developing, and conducting staff development;
- Assists supervisor in providing ongoing advise to local institutions in evaluation, planning, budgeting, and research;
- Produces written reports, presentations, and procedures to assist institution staff in the performance of local responsibilities;
- Develops and maintains professional expertise;
- Acts as department coordinator of the Americans with Disabilities Act and provides technical assistance and monitoring to local institutions;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects.

**COMPETENCIES**

- Knowledge of evaluation, planning, budgeting, and appropriate job-related federal and state laws
- Ability to build and maintain strong relationships
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
MINIMUM QUALIFICATIONS

- Associate’s degree in education, data collection, or closely related field *and* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.