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.