**Job Title:** Institution Support Coordinator

**Job Code:** 10913

### JOB SUMMARY

The Institution Support Coordinator manages state-wide activities in the design, development, and implementation of system educational research and evaluation, data collection, operational planning, budgeting, and other services for the technical colleges.

### MAJOR DUTIES

- Develops and maintains the processes for statewide information management, evaluation, planning, and budgeting systems
- Identifies current and emerging information and planning needs based upon state and federal regulation and accreditation or other appropriate requirements
- Designs analysis methods/techniques to provide maximum use of information gathered
- Effectively coordinates with other divisions and units to determine areas for research and information needs
- Supervises the activities of staff in the design and implementation of data collection, research, planning, and evaluation activities
- Prepares and supervises the preparation of reports as requested or on a periodic basis as required by government, private, or other public entities
- Accurately completes surveys, applications, or other responses to a routine series of requests for data and data sharing
- Appropriately utilizes internal and external resources when confronted with unique data needs of agency
- Coordinates the provision of and provides technical assistance, consultative services, and/or ongoing advice to local technical college engaged in data collection, analysis, research, planning, and budgeting activities
- Plans, organizes, and directs special research projects at the request of the department’s leadership
- Develops and maintains policies and procedures for conducting institutional effectiveness reviews (IERs) and guide state and local staff in preparation for reviews and audits
- Acts as project coordinator for projects utilizing contracted services
- Maintains records of and reports from IES annual analyses, peer reviews, federal audits, and agency data collection
- Maintains knowledge of current trends and developments in the field

### COMPETENCIES

- Ability to analyze and review data
- Ability to break larger tasks into manageable smaller tasks
- Skill in the operation of computers and job related software programs
- Organizational skills
Oral and written communication skills.

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in education, data collection, or closely related field and Two (2) years of experience in institutional effectiveness

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

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.