Job Description

PimaCommunityCollege

Position Title: CQI Analyst & Project Coordinator

Job Group: Institutional Research   Job Level Group: Professional Intermediate

FLSA Status: Exempt

Position Summary:

The Curriculum Quality Improvement (CQI) Analyst & Project Coordinator is responsible for coordinating and monitoring various projects, initiatives, and CQI technologies to support assessment, curriculum, accreditation and program review activities. The CQI Analyst & Project Coordinator collaborates with faculty and administration to improve college-wide processes related to the assessment of student learning outcomes (SLO) and program review.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as a project coordinator for CQI projects and initiatives by providing technical leadership and expertise during the planning, coordinating, implementation, and review phases of work.

2. Conducts research and ensures the accuracy and consistency of data in the assessment management database as well as the reports and visualizations it produces

3. Creates interactive reports to maximize the efficiency and use of data by various College areas.

4. Ensures research policies and procedures are met; data is consistent and accurate; and reports and visualizations are suitable to the target audience and within parameters set by requesters.

5. Manages the development and maintenance of various CQI systems such as assessment management systems, communication platforms, webpages, dashboards, curriculum and catalog, etc.

6. Checks data for accuracy and consistency. Confirms report meets research policy and procedures in compliance with Higher Learning Commission criteria.

7. Creates professional development materials and hosting workshops with various college constituencies. Provides training to faculty, staff, and administrators related to CQI systems and projects

8. Represents CQI and Pima at internal and external meetings and collaborates with colleagues to present data and findings.

9. Utilize technology and innovation to enhance the work of CQI and specifically Assessment Management.

10. Research and compile information and prepare various reports as needed.

11. Lead and participate on projects relating to new systems or upgrading of existing systems including system testing and validation for enhancements and customizations.

12. Provides recommendations to improve the functionality of systems in alignment with policy and business processes.

13. Participates in Professional Development maintains appropriate knowledge in order to ensure compliance with assigned programs. Advises and adapts assessment protocols to allow for innovation to new modalities and programs.

14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills and Abilities:

1. Knowledge of regulatory compliance principles and practices

2. Knowledge of internal and external customer service principles and practices

3. Knowledge of project management principles

4. Knowledge and application of organizational and time management principles

5. Skill in analyzing data and drawing conclusions

6. Skill in effective communication (both written and oral)

7. Skill in organization, coordination and management

8. Skill in public speaking

9. Skill in performing a variety of duties, often changing from one task to another of a different nature

10. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

11. Ability to apply effective and accurate data entry and typing skills

12. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education, Mathematics, Computer Technology or a closely related field of study required.
- One (1) to Three (3) years of related with data analysis and reporting.
- Three (3) to Five (5) years of related experience preferred

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening and weekend work hours
- DMV Check/Current and Valid AZ Driver's License