

# Job Description

Position Title: Institutional Reporting Coordinator

Job Family: Institutional Research

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

## Position Summary:

The Institutional Reporting Coordinator provides support to the Office of Academic Excellence by creating various assessment reporting forms for faculty to complete; schedules and meet with faculty to train and facilitate them through the process, routinely tracks reports throughout the semester for completion of reports. Chair the CIP/SOC Code Workgroup. Comply with federal regulations such as reviewing all CIP codes and reassigning duplicated CIP codes to appropriate new CIP codes. Verify appropriate SOC codes are attached to the correct programs. Track PROP 301 spending, ensure funding was spent in accordance with regulations, create various reports, and submit time reports to the state as necessary.

## 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. Creates various assessment reporting forms for faculty to complete, schedule and meet with faculty to train and facilitate them through the process, routinely tracks reports throughout the semester for completion of reports.
2. Chair the CIP/SOC Code Workgroup. Comply with federal regulations such as reviewing all CIP codes and reassigning duplicated CIP codes to appropriate new CIP codes. Verify appropriate SOC codes are attached to the correct programs.
3. Verify appropriate SOC codes are attached to the correct programs. Track PROP 301 spending, ensure funding compliance with appropriate regulations, utilize information to generate corresponding reports in order to submit timely to the state.
4. Utilize technology to create various process maps for department processes.
5. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

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

1. Knowledge of related regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Knowledge and application of organizational and time management principles.

4. Skill in analyzing data and drawing conclusions.
5. Skill in positive, productive, and flexible customer service.
6. Ability to apply effective and accurate data entry and typing skills.
7. Ability to apply effective written and verbal communication skills.

### 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.

- 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 Public Administration, Business, or a closely related field of study required.
- Up to One (1) year of related experience required.
- One (1) to Three (3) years of related administrative or reporting 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 remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively 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.