

Job Description

Position Title: Project Manager, Reporting

Job Group: Institutional Research

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Reporting Project Manager ensures correct, timely and consistent state and federal mandated reporting in STAR purview across the college. It consists of the planning, development and administration of the mandated report program as directed including but not limited to: IPEDS federal reporting, state Perkins reporting, Arizona state legislature reports, IPEDS-related part of HLC annual update, annual federal reports for Titles III and V eligibility, annual State Auditor FTSE report, annual federal Equity in Athletics report, annual federal SARA report, annual federal FISAP (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS) Programs) report, annual state ETPL (Eligible Training Provider List) report. Other duties include institutional research, providing training on various research methods and instruments, and representing the College in meetings and joint projects with various government, industry, and community officials and agencies.

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. Develops action plans and evaluates program goals, plans, operational and funding needs. Plans, develops and administers the mandated report program.
2. Prepares and presents proposed strategic approaches for departments to reach data informed decisions across the College.
3. Represents the college at a variety of internal and external activities. Interprets federal and state report regulations and guidelines, in collaboration with General Counsel, when needed.
4. Collaborates across College departments to collect all of the data needed to be able to complete mandated reports.
5. Conducts research and evaluates studies which include: identifying benchmark factors; developing survey instruments; conducting field surveys; selecting research design; determining appropriate assessment instruments; analyzing data to make recommendations, projections and assess potential implications; preparing related reports.
6. Collaborates with colleagues at other educational institutions and other administrative groups on various research endeavors and policy issues.
7. Provides training on various research methods and techniques, software applications related to research, and related information.

8. May contribute to various national, regional, and state professional associations by writing and reviewing publication articles and giving presentations; participates and serves on Boards and committees in the area of research design, methodology, and statistical analysis.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of applicable computer programming languages relative to the assignment
3. Knowledge of data administration principles and practices
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in organization, coordination and management
8. Skill in people leadership and supervision
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Not responsible for supervising the work of others

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

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.

- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- **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 Business Management, Data Science, Mathematics, Economics or Statistics or closely related field of study required.
 - Master's degree in Economics or Statistics or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
- 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 a 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