

ILISAĠVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -
Posting Date: February 10, 2015
Closing Date: Until Filled

POSITION: Institutional Research Coordinator
LOCATION: Barrow, Alaska
REPORTS TO: Dean of Instruction
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: \$70,394/DOE+ Benefits [EXEMPT Position]

JOB DESCRIPTION: Oversee and facilitate all data collection at Iḷisaġvik College, including reports generated for accreditation, Institutional Research, government agencies, and funders; Collect raw data to generate reports; Analyze report data and draft narrative summaries for inclusion in the Institutional Research Report; Coordinate data collection efforts internally and report deadlines/expectations; Review reports with departments annually to ensure current, relevant data and report format; Conduct all activities according to annual deadlines and events; Present data internally to the Board of Trustees, data stakeholders, and other staff; Prepare and coordinate final report for print and electronic distribution; Participate in institutional committees which rely on data informed decision-making; Prepare any special reports required by the President and other internal stakeholders; Maintain a high level of confidentiality with non-directory information, in accordance with FERPA laws; Support department of Registration, as needed; Perform other duties as assigned; Comply with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances.

REQUIREMENTS: Bachelor's degree; Three years demonstrated work experience in related field; Demonstrated experience in data collection and analysis; Excellent oral, written, interpersonal, and presentation communication skills; Word processing and spreadsheet capabilities; Ability to succeed with minimal supervision; Demonstrated attention to detail; Demonstrated ability to effectively manage multiple responsibilities, shifting priorities, and meet changing deadlines; Demonstrated ability to interact effectively in a multicultural environment; Stable employment history; Valid driver's license

PREFERRED: Master's degree; Five years demonstrated work experience in related field; Advanced research and analysis capabilities and experience; Experience with CAMS or other large databases; Experience with Rural Alaskan environments; Demonstrated experience with post-secondary institutions; Demonstrated knowledge in one or more of the following areas: North Slope Borough (NSB) institutions and organizations; Iḷiupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institutions to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAĠVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Iḷisaġvik College is a Drug Free Work Place and Equal Opportunity Employer-