



# ST. FRANCIS COLLEGE

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## Office of Institutional Effectiveness and Accreditation

### Manager of Institutional Reporting

Reporting to St. Francis College's ("SFC" or the "College") Executive Director of Institutional Effectiveness and Accreditation in the Office of Institutional Effectiveness and Accreditation ("OIE&A"), the Manager of Institutional Reporting is responsible for assisting in projects related to the collection and storage of data, as well as data analysis, interpretation, and reporting. This position is an essential OIE&A team member who works to actively further the College's culture of assessment and engaging with institutional data for decision-making. The incumbent facilitates communication of data results in formats that are appropriate to the intended audience(s).

#### **Duties and Responsibilities:**

- Supports the work of the Director of Institutional Research and the Assistant Director of Institutional Research and Accreditation.
- Completes data reports and surveys to comply with the College's external reporting requirements, including, but not limited to, the Integrated Postsecondary Education Data System ("IPEDS"), as well as various accrediting agencies, New York State and federal government reporting.
- Provides data in user friendly formats for internal requests related to institutional and unit planning, academic program reviews, student learning effectiveness, co-curricular assessment, and grant proposals.
- Plans and manages projects with tight deadlines.
- Serves on institutional committees and/or taskforces that advance the goals of the OIE&A
- Performs all other duties as assigned

#### **Required Qualifications:**

- Bachelor's degree in a research-related field.
- Minimum of two (2) years' related work experience.
- General knowledge of research methods and survey design.
- Demonstrated expertise in data management, data analysis and interpretation, and data presentation and visualization.
- Excellent ability to collaborate and problem-solve with colleagues.
- Excellent oral and written communication skills.
- Proficiency in the use of MS Office, including Outlook, Word, Excel, and Power Point, and the internet.
- The ability to work and communicate effectively with faculty, staff and students from diverse educational and social backgrounds.

- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

**Preferred Experience:**

- Relevant experience working in a higher education environment.
- Experience working with large databases and data visualization software.
- General knowledge of best practices for data governance.

**Interested applicants can apply by clicking [here](#).**

**About St. Francis College:**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.