Cisco College is accepting applications for the position of Institutional Research Specialist. A minimum requirement for this position is an Associate’s degree in a related field. An applicant must possess excellent communication skills – written and verbal. An applicant must possess excellent computer skills, the ability to learn new computer systems, work with multiple data systems, prepare Excel spreadsheets, extract and analyze data from large databases and present data-supported conclusions. (Please scroll down to review the complete job description for the position.) The position will be based at the Cisco campus. It is a 12-month position. Salary for this position is $33,960 annually. Resume packages in application for this position will be received via email, fax, and USPS, but email is preferred.

**Please note:** A complete resume package must include a cover letter, completed and signed Cisco College Application (available on the Employment Page of website at www.cisco.edu), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed. Thank you!

Please submit your resume package to:

Pam Page  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
**Cisco College**  
**Job Description**

**Job Title:** Institutional Research Specialist  
**Position:** Professional II  
**Reports to:** VP of Research, External Relations and Marketing  
**Last Updated:** July 21, 2016

**Job Summary**

The Institutional Research Specialist (IRS) produces institutional research reports, responds to ad hoc requests for data from internal and external sources, proactively analyzes and draws conclusions from available data and presents these data-supported conclusions using numbers, graphs, charts and written summaries. The IRS stays up to date on new features and capabilities of the college POISE student information system and makes recommendations regarding POISE to the college VP in charge of institutional research. The IRS coordinates system updates and enhancements with POISE vendor personnel. The IRS works closely with other areas of the college in planning and producing reports. The IRS formulates creative ways to format, store, present and use data for the furtherance of the college mission.

It is expected that the Institutional Research Specialist will accomplish assigned duties in an efficient, effective and competent manner, and will strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. The Specialist must cooperate and work harmoniously with college personnel and the public, and must follow all College policies, rules, regulations and guidelines as they relate to this position.

**Primary Duties**

1. Executes ongoing institutional research for the advancement of the College.
2. Produces state and federal mandated accountability reports.
3. Maintains state and federal mandated information on the college website.
5. Responds to ad hoc information requests from faculty, staff, media and other 3rd parties.
6. Provides the members of Executive Council, I.T. management and other college personnel necessary information required for institutional planning, policy formulation, and decision-making.
7. accesses institutional databases for data required to assist various areas of the college.
8. Participates with the College’s ongoing Assessment and Institutional Effectiveness Programs to develop a more effective learning environment and to improve student learning.
9. Keeps abreast of professional development in institutional research by attending conferences, taking online classes, and reading appropriate professional literature.
10. Acquires and maintains sound knowledge and understanding of Cisco College, and uses that understanding to better comprehend all projects and programs for which information will be needed.
11. Analyzes data, draws conclusions from the data and presents the data-supported conclusions in a simple, easy-to-understand format using numbers, graphs, charts and written summaries.
12. Coordinates system updates and enhancements with POISE vendor personnel.
13. Performs other duties as assigned.
Minimum Qualifications

1. Associate’s Degree in a related field.
2. Excellent communication skills—written and verbal.
3. Excellent computer skills, including the ability to learn new systems, work with multiple data systems, prepare Excel spreadsheets including graphs and charts, extract data from large databases and present data-supported conclusions.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

Preferred Qualifications

1. Bachelor’s Degree in a related field.
2. Experience working in Institutional Research.
3. Experience with POISE Student Information System.
4. Experience with Google Apps for Education.