

Rich Mountain Community College

Position Description

Type Position:	Professional
College Title:	Programmer-Institutional Research Coordinator
OPM/Legislative Title:	Director of Institutional Research
Supervisor:	Director of Information Technology
Area:	Information Technology

The Programmer-Institutional Research Coordinator works under the supervision of the Director of Information Technology to provide support for both academic and administrative computer and institutional research related services for Rich Mountain Community College.

The responsibilities of the Programmer-Institutional Research Coordinator include:

Position Specific:

- Stay current with CAMS updates.
- Develop and maintain user applications which make use of the campus SQL databases and other technologies.
- Assist in the development and maintenance of the RMCC Business Continuity and Disaster Recovery Plans.
- Provide support for the RMCC website and intranet applications and web pages.
- Provide support and leadership in the use of CAMS and Great Plains, specifically in the areas related to degree audit and financial aid automation.
- Provide leadership for the ongoing development and management of user friendly interfaces for assessable and effective institutional research.
- Work in concert with appropriate college offices in the design or identification of instruments that produce the desired data needed.
- Collect, manage, analyze, and interpret data for college reports and effectiveness programs.
- Submit state and federal reports in compliance with deadlines. (Reports could include institutional state report (ADHE) support, National Center for Educational Statistics (NCES) reports, IPEDS reports, OCR reports, Transfer Student Report, Graduating Student Report, National Student Clearinghouse, and the RMCC profile).
- Provide data and assist with institutional assessment efforts especially as it pertains to mandatory reporting and grant writing efforts by other departments.
- Summarize annual institutional assessment and effectiveness reports.
- Develop and coordinate institutional research efforts. (Includes retention research and graduate/alumni follow-up).
- Resource personnel to faculty and staff employees for Crystal Reports development and training.
- Assist departments in the development and generation of reports.
- Assists the Director of Information Technology with admissions, registration, and retention.

- Perform other duties and responsibilities as assigned by the Director of Information Technology or the President of the College.

College-Wide:

- Seek and implement activities, services, and programs, which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
- Treat all who choose the College's resources with dignity.
- Challenge all learners to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
- Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.

MINIMUM QUALIFICATIONS:

- Bachelor's degree required with a major in computer applications, computer science or a related field and strong statistics, mathematics, research skills; plus three years experience in computer applications or a related field.
- Experience with client and web based software development and interfacing with SQL servers.
- One to three years experience in an educational setting or related field preferred.
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer for statistical management, word processing, database management, and on-line student management
- Demonstrated commitment to student assessment modalities that indicate learning needs and abilities in an environment that is non-threatening and encouraging
- Demonstrated knowledge of research and statistical analysis
- Demonstrated effective communication skills, both oral and written
- Demonstrated commitment to learning
- Demonstrated commitment to the community college philosophy
- Demonstrated commitment to assisting students and faculty
- Demonstrated effective interpersonal and communication skills
- Demonstrated effective leadership and team building skills
- Demonstrated effective organization skills
- Demonstrated commitment to professional development

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application to:

Brenda Gillogly

Vice President of Administration

Rich Mountain Community College

1100 College Drive

Mena, AR 71953

Phone: 479.394.7622 x 1500

Fax: 479.394.2828

Email: bgillogly@rmcc.edu

www.rmcc.edu

Review of applications continues until position is filled. Salary is commensurate w exp.
RMCC is an equal opportunity employer.

Minorities and females are encouraged to apply. AA/DFW