



FLETCHER TECHNICAL COMMUNITY COLLEGE

Institutional Research Analyst

The Institutional Research Analyst is responsible for

- Development and implementation of processes designed to convert database information to system requirements of various state agencies.
- Maintaining a data request management system for organization of and timely response to requests.
- Preparing periodic enrollment and annual completer reports for college decision making and for submission to LCTCS and Board of Regents.
- Maintaining knowledge of LCTCS and Board of Regents reporting requirements and annual reporting calendars (i.e. SCS, 14th day and EOT/Census data freezes, LAPAS quarterly, SCH, Program Health Index, Operational Plans, CAR Perkins, HCR-69, etc.).
- Completion and submission of reports and/or requests to National Student Clearinghouse.
- Maintaining knowledge of Cognos reports in Banner for extracting, compiling, and providing information requested internally as well as externally to local, state, regional, and federal agencies.
- Completion of surveys bi-annually to Integrated Postsecondary Education Data Systems (IPEDS) and serve as the IPEDS Keyholder for the college.
- Preparation of various publications throughout the year (enrollment, retention, program data, , fact sheets, etc.).
- Creation of reports using databases, electronic spreadsheets, etc.
- Compilation and analysis of student data to include enrollment, completers, majors, etc.
- Development and maintenance of information published by the Department of Institutional Research and Effectiveness.
- Completion of data-related requests from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Reports of enrollment and application counts during registration cycles and as requested by the Chancellor.
- Work closely with LCTCS and Board of Regents staff to monitor and report performance objectives for the college.
- Working closely with enrollment, retention, and advisor personnel and the Registrar to communicate errors from edit reports for correction.
- Compiling and analyzing data for reporting on college goals and performance objectives.
- Development of and implementation of survey instruments using web survey tools for institutional assessment needs of surveys to include course evaluations.
- Coordination and/or assistance in the coordination of assessment projects, such as those related to special populations, for collecting, analyzing, and evaluation quantitative and qualitative data.
- Analysis of survey data and develop that data into a presentation of results
- Analysis of qualitative data on some projects.
- Representing the college when appropriate at LCTCS, Board of Regents, regional, and national events that provide opportunities for professional development of the position and for training for data-related functions.

- Performing other related duties as directed.

Qualifications: Bachelor's degree from an accredited university in data analytics, computer science, or a related field. Demonstrated experience with Excel, Access, and COGNOS in data analysis and reporting required.

Preferred Qualifications: Master's degree. 1 year of experience with the analysis of data and assessment procedures in higher education. Strong analytical, quantitative, written, and oral communication skills. Experience in being involved with multiple projects, problem solving, and working with diverse groups. Ability to assist in the development of written reports, to include conclusions and recommendations based on factual and objective analyses. Understands the mission of technical and community colleges.

Reports To: Director of Institutional Research and Effectiveness/SACSCOC Accreditation Liaison

[About Us](#) (Click here to learn about Fletcher)

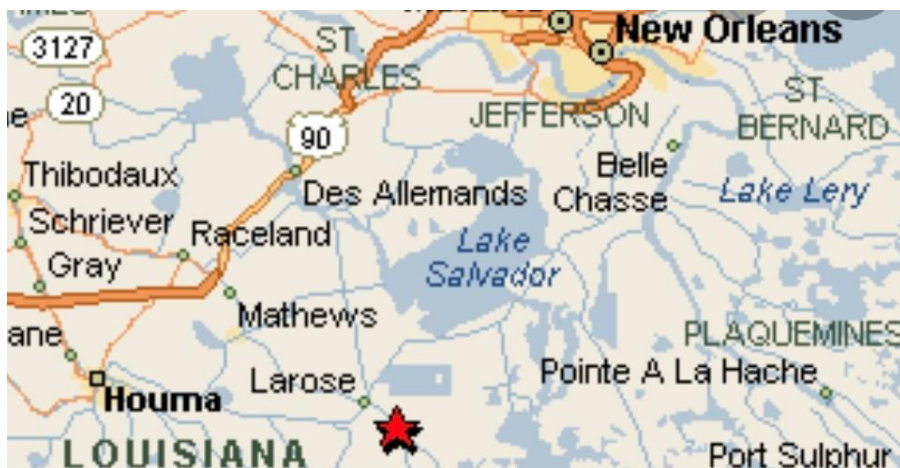
The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

Title IX Coordinator:

(985)448-5904
1407 Highway 311
Schriever, LA 70395

Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.



Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.