POSITION TITLE: Assessment & Research Associate
DEPARTMENT: Institutional Assessment & Research
REPORTS TO: Director of Assessment & Institutional Research
WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m. Will require flex schedule to accommodate college events and recruitment programming.
STATUS: Non-exempt

LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver’s License, current insurance or be insurable.

SUMMARY:
The Assessment & Research Associate responsibilities include assisting the Director of Assessment and Research in the daily tasks of the Institutional Assessment and Research Office. These may include data entry, data analysis, report generation. Additionally, this position will be responsible for institutional reporting, such as IPEDS, National Student Clearinghouse and AIMS/AKIS.

EDUCATION: Associate’s Degree and two years’ experience directly related to the duties and responsibilities required. Bachelor’s Degree preferred.

DUTIES/RESPONSIBILITIES:
1. Assist Director of Assessment and Institutional Research (DAIR) with assessment activities, data entry, analyzing assessment results under DAIR’s guidance, and assist in the dissemination of results
2. Maintain the institution’s data reporting cycle by submitting state and federal reports, as mandated.
3. Prepares analysis results in a report format under the direction and guidance of the DAIR.
4. Establish an organizational system for and maintains of Institutional Assessment & Research office files.
5. Handle highly sensitive information and confidential records and materials in compliance with state and federal regulations.
6. Coordinate, design, collect, and maintain the survey data necessary to ensure compliance with college regulations, policies and procedures.
7. Provide specific information upon request and research and resolve problems/concerns according to established policies and procedures. Process ongoing research requests.
8. Provide tracking and demographic information of students and courses for the county, state, etc.
9. Provide support to strategic planning activities and the development of metrics to assigned special projects.
10. Assist with interactive dashboards using Izenda software.
11. Adhere to college, federal and state administrative procedures, guidelines, initiatives and directives to ensure compliance with all relevant regulations affecting college operations.
12. Perform other tasks of a similar nature or level as assigned.
13. Provides general clerical services as required by the department

ADDITIONAL QUALIFICATIONS AND SKILLS:
Proficient in Microsoft Outlook, Word and Excel; general use of the Internet
Understanding knowledge of and commitment to the mission, vision and goals of LLTC.
Experience working with the Ojibwe community.
Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.
Excellent verbal and written communications skills.
Excellent interpersonal skills and a self-starter.
Excellent organizational, planning, and prioritizing skills.
Ability to maintain confidentiality of records and information.
Ability to interpret; adapt; and apply guidelines and procedures.
Ability to develop and maintain recordkeeping systems and procedures.
Ability to work effectively as a team member of LLTC.
Ability to pass pre-employment drug test and criminal background checks.
Must be in good standing with the community.
Native American Preference.

PHYSICAL REQUIREMENTS:
Ability to lift 30 pounds or more and use proper body mechanics
Be able to sit or stand for long periods of time
Subject to internal working conditions.
Non-smoking environment.

I understand the job description for the Assessment & Research Associate position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed.
*Job Description updated: 01-04-2022.*

Employee Signature: ___________________________________________ Date____________

Supervisor Signature: ___________________________________________ Date____________

Human Resources Signature: _________________________________ Date____________

President Signature: _________________________________ Date____________