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| **Institutional Research Intern Job Description** |
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| **Position Title:** | Institutional Research Intern | **Position Number:** |  |

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| **Campus:** | Pueblo |
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| **Department:** | Office of Institutional Research |
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| **Reports to:** | Director of Institutional Effectiveness |
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| **Level:** | Non Student Hourly |
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| **Department/Division purpose** (brief description of main function): |
| The main function of the Office of Institutional Research is to support the college planning, decision-making, policy formulation, and accreditation processes through the application of Business Intelligence and Predictive Analytics. In this capacity, the Office of Institutional Research assumes primary responsibility for responding to a broad range of data requests from external or internal constituencies, preparing state and federally-mandated reports, designing and administrating surveys, conducting research projects, providing consultation for assessment/evaluation efforts, ensuring compliance with the Academic Quality Improvement Program (AQIP), and assisting administrators, faculty, and staff in the design and implementation of a variety of strategic initiatives. |

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| **Job Summary Statement** (brief summary of overall responsibility of position): |
| Pueblo Community College is an Academic Quality Improvement Program (AQIP) Institution. “An institution in AQIP demonstrates how it meets accreditation standards and expectations through a sequence of events that align with the ongoing activities of an institution striving to improve its performance.” PCC expects all employees to integrate the principles and tools of continuous quality improvement into their daily activities. Customer focus, college service, and commitment to assist the College in achieving its mission and vision are expected for all employees. In addition, all employees are expected to utilize available technology in the completion of their duties.This position specifically exists to assist the mission of the Office of Institutional Research alongside the Director of Institutional Effectiveness, Research Assistant, as well as various Work Study Employees and/or Interns. The position serves on various college committees and task forces and actively participates in the state-wide Institutional Research Advisory Group (IRAG). The position collaborates with administrators, faculty, staff and external stakeholders to develop and monitor strategic key performance indicators, descriptive and predictive statistics, and other needed analyses. This includes a mixture of recurring and ad hoc requests for data, information, or survey feedback.  |
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| **Essential Functions:** |  | **% of Time** |
| Provide data or analyses in response to ad hoc and routine requests for information from a variety of stakeholders, including student data and survey reports. | 50% |
| Conduct research projects using descriptive statistical methods as assigned by the Director of Institutional Effectiveness, including dissemination of findings | 10% |
| Author and execute technically sophisticated data reports in the Banner/Cognos Data Environment | 10% |
| Conduct research projects using inferential statistical methods as assigned by the Director of Institutional Effectiveness, including dissemination of findings | 10% |
| Assist the Director of Institutional Effectiveness in reviewing project proposals and accreditation documents, as well as other tasks | 10% |
| Establish protocols/reports for identification and resolution of data quality issues. | 10% |
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|  | **Minimum Qualifications** |  |
| **Education** | * Working towards an Associates or Bachelor’s Degree in Business, Social Science, Mathematics, Computer Science, or related field
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| **Experience** | * Experience conducting, analyzing, summarizing, and presenting data and authoring reports
* Experience with Microsoft Office: Word, Excel, and PowerPoint
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| **Special knowledge, skills, abilities** | * Ability to conduct quantitative analyses
* Ability to work with a variety of stakeholders
* Ability to communicate effectively both orally and in writing
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