



**Position Title:** Reports Specialist  
**Reports To:** Associate Provost for Institutional Effectiveness  
**Department:** Office of Institutional Effectiveness  
**Prepared By/Date:** Donna French/10-10-2011  
**Approved By/Date:** Joanne Bashford/10-10-2011  
**Revised:**

**Job Code:** 4145  
**Job Group:** SNE  
**Salary Grade:** 12  
**FLSA Status:** Non-Exempt

**Summary:**

This position provides administrative, office management and specialized clerical support for the Office of Institutional Effectiveness. Constructs most data tables for the Institutional Research (iR) web; as well as, tables for research reports and capsules.

**Essential Duties and Responsibilities:**

- Uses the latest software to develop a wide variety of material from rough draft to finished copy and stores, retrieves, revises and updates information in the system
- Provides support for the Research Assistant in internal and external surveys (on-line and paper/pencil) including survey construction, and retrieval and/or scanning of responses
- Supervises the Clerk II in the reproduction and distribution of all research reports, survey scanning, and related clerical work including keeping files and lists pertaining to reports, abstracts and information capsules
- Provides secretarial support to the Associate Provost and Director of Institutional Research
- Manages Institutional Research budget
- Processes travel documents
- Prepares payroll rosters
- Supervises student assistants
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Advanced knowledge involving constructing, formatting, verifying and editing of statistical tables and research reports
- Possess strong knowledge and ability in creating Powerpoint presentations
- Possess strong computer skills including Excel, MS Word, PowerPoint and Publisher
- Ability to exercise independent judgment
- Ability to organize and manage tasks in a timely manner
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or GED equivalent from a regionally accredited institution and three (3) years of office administrative or advanced secretarial work including preparation of statistical reports

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name