

Programming Coordinator responsibilities:

1. Coordinate institutional research programming. Specific examples include producing a series of presentations that acquaint campus constituents with strategic tools such as the Balanced Scorecard, results of large-scale studies such as the CIRP Freshman Survey, and information resources such as the Institutional Research web site. This would include identifying the topics to be covered, securing speakers or personally presenting material, inviting guests, coordinating logistics, and evaluating the success of the program. These programs would be targeted to students, faculty, and staff members.
2. Coordinate community-originating surveys. When members of the campus community seek assistance in conducting surveys of the campus community, the Programming Coordinator would manage any conflicts arising from such requests, create the survey instrument using our survey software, identify opening, reminder, and closing dates, send survey invitations, and assist in the interpretation of results.
3. Assist the Research Analyst RSAP in assembling data sets for analysis. Design and implement mechanisms (queries) for easily pulling specific sets of data that will be used repeatedly over time for analysis by the Research Analyst. This includes identifying the range and sources of data, using tools like SQL or Access to retrieve the data, and using tools like Excel to format the data.
4. Learn from the Research Analyst RSAP how to employ statistical techniques to analyze data sets. This includes learning how to use statistical software packages, understanding models that already exist, understanding how to create new models, and understanding how to properly apply statistical techniques to various classes of problems or questions.
5. Sit on various faculty and staff committees as a student representative of the Institutional Research Department. RSAP would be able to give valuable student opinions as well as make useful resources of the Institutional Research Department known to committees
6. Remain aware of collected survey data and its possible uses in the Research Analyst's research and its other uses around campus in various departments' and groups' research.