

Director of Research and Analytics Reports to: Executive Vice Chancellor

Overview: The Director of Research and Analytics leads in the organization of data related to Florida's 28 colleges. This includes working to provide division and Department of Education staff, college administrators, policymakers, reporters, and other key stakeholders with descriptive data and clear communication. This position requires extensive use of computer software for data organization as well as the ability to conduct technical reviews of spreadsheets, documents, and presentations for technical accuracy.

Duties:

- Leads in the production and annual updating of evaluation reports, program reviews and research reports, including, but not limited to data snapshots, research briefs and reports using software including Excel and Word.
- Leads in accountability processes, including data collection.
- Reviews external education reports for information on current topics of interest.
- Coordinates and helps with project development including strategic imperative projects.
- Leads the data request process through the PK-20 Education Reporting and Accessibility department and organizes the storage and tracking of fulfilled requests.
- Performs other specifically assigned duties and special projects.
- Maintains and improves personal effectiveness by delivering quality and timely products and services; adapting to changing priorities, demands and expectations; and acquiring and applying new skills and knowledge.
- The employee must be productive under tight timeframes, balance multiple and competing priorities and maintain goal-directed behavior and performance sometimes under stressful conditions.

Qualifications:

- Master's plus three years relevant work experience.
- Proficiency in Microsoft Excel, Word and PowerPoint.
- Experience with Tableau preferred.
- Excellent written and oral communication skills.
- Ability to understand and apply department, division, state and federal laws, standards, policies, rules and procedures relevant to the Florida College System and academic affairs.
- Ability to provide consultation and advice and to work in collaborative relationships with internal and external stakeholders.
- Strong attention to detail and organizational skills.
- Ability to plan projects and implement strategic initiatives.
- Problem identification and solving, research ability, critical thinking, judgment, decision-making, coordination, organizational skills, analysis and utilization of data, as well as computer skills.

Interested applicants should submit their CV and cover letter to:

Carrie E. Henderson, Ph.D.

Executive Vice Chancellor

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The first review of applications will be January 2, 2023. After that, applications will be reviewed on a rolling basis until the position is filled.