POSITION DESCRIPTION

POSITION: Information Technologist

LOCATION: Student Affairs, All Campus sites

REPORTS TO: Director/Coordinator of Advising & Counseling

GRADE: CCRIPSA 10

WORK SCHEDULE: Non-standard, 35 hours per week. Day, evening and weekend coverage required

BASIC FUNCTION:

To provide support for technology related projects for Student Development and Advising and Counseling. Develop reporting programs that will efficiently track and monitor and assess services and outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop reports and reporting tools related to student retention and student withdrawals.

Create various student evaluation surveys that measure department outcomes.

Develop and expand the usage of evaluation tools and satisfaction surveys.

Develop and expand on-line and CD-ROM orientations and on-line advising services.

Create PowerPoint presentations for Student Development and Advising and Counseling.

Create pamphlets, literature, flyers, brochures and other marketing publications that promote advising and counseling services.

Using technology, enhance flow of information and communication between the Advising and Counseling Department and students.

Update and enhance the Advising and Counseling web site.
Provide pipeline training to students.

Act as a liaison for research related issues between Advising and Counseling, Enrollment Services, and Institutional Research.

Assist in the screening of students.

Assist in the proctoring of ACCUPLACER and high stakes testing.

Assist in the Academic Advising of students.

Assist in New Student Orientation.

To do related work as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Various office equipment which includes computer and various software, database systems, typewriter, telephone, calculator, copy and fax machines, etc. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Associate's Degree and minimum of 2 years of relevant experience required. Must be able to develop, interpret, and present report specifications and findings in the form of computerized reports. Excellent communication skills, analytical, and organizational skills required. Strong interpersonal skills and ability to work effectively and collegially with faculty, administrators, students, and colleagues required. Knowledge of SPSS reporting, Math, and Statistics preferred.

*CCRI is an Equal Opportunity / Diversity Employer.*

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.