

Job title	<i>Institutional Review & Development (“IRD”) Analyst and Data Specialist</i>
Reports to	<i>Director of Institutional Review & Development</i>
Department	<i>Institutional Review & Development</i>

Summary

The Institutional Review and Development Analyst and Data Specialist an exempt position, is responsible for: reviewing institutional applications for substantive changes filed by ACCS accredited-institutions; monitoring institutional compliance with accrediting standards; ACCSC data collection processes; and data analysis of programmatic and institutional student outcomes. Institutional substantive change include applications for program and curricular changes, facility additions, institutional changes to names/locations. Monitoring of institutional compliance covers areas such as agency notices, progress reports, financial reports, and complaints. The position will use database reports to generate institutional data and student achievement outcomes, institutional characteristics and trends, and provide statistical analysis of that data.

Duties and Responsibilities Related to IRD Analysis:

- Review New Program Reports, Substantive Change Reports, Applications for Clock to Credit Hour Conversions, Program Modification Reports and other curriculum related activities (e.g., tuition changes, contract training, etc.); Applications for Branches – Part I and Part II, Satellite Location Reports, and Facility Expansion Reports; as well as Change of Name and Change of Location Reports, in conjunction with the ACCSC Standards of Accreditation, policies, and procedures;
- Prepare the analysis of complaint and compliance reports required by the Commission for its quarterly meetings and/or conference calls, including the assessment of applicable compliance issues, highlighting concerns, and providing notations as to which Standards of Accreditation are in question;
- Prepare the analysis of school responses to reporting required by the Commission for its quarterly meetings and/or conference.
- review institutional reports, to include, graduation and employment, employment verification, significant growth, and cohort default rate reports.
- responsible for routine maintenance of the organizational databases to include updates and changes to institutional program files in the Commission’s database. The
- Provide support to the IRD Lead Analysts to include internal review areas.
- Participate in Commission and committee meetings (i.e., Program Review Committee, Financial Review, and Interim-level Review Committees) as assigned, and prepare materials required for committee meetings as required;
- Communicate with member institutions at all levels via electronic and written forms of correspondence with respect to inquiries related to program and separate facility issues, and other areas as needed
- Assist with correspondence to schools, the Department of Education; and other regulatory agencies;
- Assist with review of member schools’ financial statements; and
- Other duties as assigned.

Duties and Responsibilities Related to Data Analysis:

- Data collection using data collection programs and analysis of data to create final statistical analysis and accurate reports and present the findings, as needed, using Statistical Package for Social Sciences (“SPSS”);
- Integrate and utilize statistical knowledge and analysis skills to help collect, measure, organize and analyze data;
- Create and apply accurate procedures to collecting datasets;
- Write queries and reports and making data presentations to the ACCSC Board of Directors;
- Find and remove corrupted data and apply fixes to coding errors and data collection problems;
- Maintain and as necessary help develop database data systems;
- Ensure data is collected in a readable and usable format;
- Perform statistical analysis (e.g., descriptive, relational, predictive) related to institutional and student characteristics as well as student achievement outcomes for accreditation purposes; and
- Establish protocols to ensure and preserve data integrity.

Qualification Guidelines:

- Bachelor’s degree in Mathematics, Statistics, Computer Science, Information Management, or Economics (Master’s degree preferred);
- 2 years experience (associated with educational and/or curriculum review preferred);
- Proficiency in statistics and statistical packages like Excel, SPSS, VBA, and Access to be used for data set analyzing and generating reports;
- Must demonstrate an ability to:
 - Communicate and listen effectively in multiple forms and formats (e.g., oral and written);
 - Work effectively and responsibly both independently and as part of a dynamic team; and
 - Must be available to travel at least one to two weeks per year.

This is an exempt position.

