

**Institutional Research Associate
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=256435>

Downloaded On: May. 2, 2025 12:35am

Posted May 1, 2025, set to expire May 19, 2025

Job Title Institutional Research Associate
Department District Inst Res & Grants
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted May 1, 2025

Application Deadline 05/19/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Sciences - Other
Administration - Other

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Job Description

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Location:CCS District Office Spokane

Department:District Inst Res & Grants

Salary Range: \$65,497 - \$74,041

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Starting salary for this position is: \$65,497 (Annually)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with CCS.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 05/19/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Institutional Research Associate

JOB SUMMARY

The Institutional Research Associate is responsible for institutional research and data reporting efforts by performing data management, compliance tracking, and the generation of standardized reports.

This position assists with data management and ensures accurate and timely reporting that is used for strategic planning, institutional effectiveness, and accreditation processes. The Specialist works under the supervision of the Lead Data Analyst and collaborates with team members to maintain data integrity and ensure compliance with state and federal regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Conduct data collection and reporting to support strategic planning, institutional accreditation,

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- enrollment management, and compliance reporting. *
- Perform data extraction and reporting from the State Board for Community and Technical Colleges (SBCTC) data warehouse and other external data sources. *
- Prepare compliance reports and standardized data summaries using tools such as SQL Server Reporting Services (SSRS), Tableau and Power BI. *
- Complete specific compliance reporting requirements, including but not limited to the Integrated Postsecondary Education Data System (IPEDS), National Council for State Authorization Reciprocity Agreements (NC-SARA), and Title III Grant Eligibility reporting. *
- Prepare basic written reports and data summaries for internal and external stakeholders. *
- Survey design and analysis. Create, distribute, and analyze survey data for college-wide clients, including the development of survey instruments, data collection processes, and reporting of findings to support decision-making and institutional effectiveness initiatives. *
- Maintain compliance with data reporting standards and district policies, procedures, and directives. *
- Maintain organized records and documentation of reporting activities. *
- Participate in relevant training and professional development opportunities related to data management and compliance. *
- Support data literacy efforts and promote data-informed decision-making among staff and faculty. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Customer Focused
- Tech Savvy
- Strategic Mindset
- Manages Ambiguity
- Collaborates
- Communicates Effectively

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution in statistics, data science, data analytics, computer science, economics, or mathematics with coursework in mathematical statistics (theory) and general linear models. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Experience with report generation.
- Proficiency with data visualization and/or data reporting software (e.g., Tableau, Microsoft Power BI, SQL Server Reporting Services (SSRS), SQL Server Management Studio (SSMS) Argos, Cognos, Qualtrics) or similar platforms.
- Strong attention to detail and data accuracy.
- Basic understanding of compliance reporting standards and institutional research practices.
- Strong communication and organizational skills.
- Experience explaining complicated concepts in written and oral communication with internal and external stakeholders who have different levels of data literacy.
- Ability to work effectively as a member of cross-departmental and multi-purpose teams and committees.
- Ability to work under tight deadlines and prioritize tasks.

DESIRED QUALIFICATIONS

- Experience conducting quantitative research, analysis, and reporting of information.
- Experience writing and presenting research studies, surveys, and reports.
- Experience working with student and employee related higher education data environments.
- Familiarity with SQL, R, Python, or other data analysis languages.
- Demonstrated commitment to data integrity and quality assurance.
- Experience with survey data management.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Work directly with staff/clients.

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CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- May require local or regional travel.
- Criminal background check is required.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

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To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/institutional-research-associate-spokane-washington-united-states-258c7890-91e6-4006-9d94-613ef684ca6c>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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