

Director, Institutional Reporting
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258402>

Downloaded On: Jun. 18, 2025 9:42pm

Posted Jun. 18, 2025, set to expire Nov. 29, 2025

Job Title Director, Institutional Reporting
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Jun. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Director, Institutional Reporting

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Director, Institutional Reporting

Job Description Summary:

To direct, plan, and coordinate processes for meeting mandatory federal, state, and accreditation compliance reporting requirements; standard internal and external reporting.

Job Description:

Description of Duties and Tasks

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Responsible for performance evaluations as well as hiring and termination recommendations for positions supervised.
2. Oversees the preparation of state and federal regulatory reports related to student enrollment, credit hours, and degree completion to ensure accuracy and timeliness. This includes working with college-

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wide academic and administrative offices to secure required data collection and corrections.

3. Oversees and manages the collection, extraction, and reporting of data required by federal, state, and other external agencies.

4. Collaborates with staff and software providers to ensure that Austin Community College (ACC) systems are accurately configured to ensure compliance with federal, state, and institutional regulations and policies. Guides, tests, and validates ERP and reporting systems, including but not limited to Colleague, Workday, and Domo.

5. Develops and implements operational procedures to ensure compliance with all state and federal reporting requirements, including best practices in compliance controls.

6. Evaluates the efficiency of controls and works to continuously improve them individually and by coordinating other staff collegewide.

7. Scans data systems to identify compliance issues that require research, including investigation through to resolution.

8. Provides information and guidance on emerging compliance issues to management and other staff across the college.

9. Oversee the design and implementation of improvements in communication and monitoring of compliance standards.

10. Oversees and manages regulatory and compliance procedure documentation. Supports cross-training among team members.

11. Provides consultation to administrators by interpreting their data needs, collaborating to research and extract the needed data, and advising on appropriate policy changes relevant to data collection.

12. Maintains professional development via active participation in local, regional, and national organizations to keep staff informed of all regulatory changes, trends, and best practices and assesses the potential impact of these changes on the organizational processes of the college.

Knowledge

- Extensive knowledge of compliance requirements in relation to college reporting

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- Extensive knowledge of student and faculty data and data-generating processes
- Knowledge of reporting tools. Ability to learn new software platforms
- Application/report development.
- Statistical analysis methods and software
- Data mining techniques and tools for data analysis and data clean up.
- Working knowledge of relational databases.
- Client-server technology and GUI environments.
- Quality initiatives and measurements.

Skills

- Possessing a customer-oriented and solutions-focused mindset
- Effectively supervising, leading, and delegating tasks and authority.
- Exercising critical judgement, leadership and creativity.
- Querying and extracting data from large databases.
- Conducting statistical analysis.
- Producing data reports from complex data sets and validating results for self and team members.
- Using a variety of software to produce reports.
- Coordinating external reports to state and federal agencies.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Handling multiple projects and meeting deadlines.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Effectively working with a diverse and multicultural student body, faculty, and community.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Use query and programming languages, web technology, data extraction, and reporting.
- Effectively use work management and productivity tools for project management.

Required Work Experience

- Five years related work experience in higher education policy or reporting, including one year supervisory experience.
- Experience with statistical programming language such as SAS, SPSS, STATA, R, SQL, etc.

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- Completion of the ACC Supervisor Certificate Series Program will satisfy the supervisory experience required for this position.

Preferred Work Experience

- Seven years of related work experience.

Required Education

- Bachelor's degree.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Supervises safe operation of unit. Facilitates safety inspections. Takes reasonable and prudent actions to eliminate identified hazards. Ensures employees receive appropriate safety training and foster a workplace safety culture.

Salary Range

\$122,743 - \$153,428

Number of Openings:

1

Job Posting Close Date:

July 1, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

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Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--Institutional-Reporting_R-7791

Contact Information

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

Contact

Staff
Austin Community College

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