

Deputy Director of Research and Analytics

Division of Florida Colleges, Florida Department of Education

Reports to: Director of Research and Analytics

Overview: The Deputy Director of Research and Analytics assists the Division of Florida Colleges (division) in the development, organization and management 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 clearly communicating the significance and impact of the data. This position requires extensive use of Microsoft Excel including pivot tables for data organization, analysis and creating figures. Further, this position requires the ability to synthesize descriptive data to draw conclusions, and the ability to speak and write clearly about data to a variety of audiences. The division's research agenda focuses on better understanding barriers and emphasizing best practices related to college access, achievement, articulation and attainment. The Deputy Director of Research and Analytics plays a pivotal role in helping support the division in achieving these goals, providing data to staff and helping impact the division's projects and long-term goals.

Duties:

- Assists the Director of Research and Analytics 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.
- Assists in the accountability process, including the development of measures, data collection and data analysis.
- Reviews external education reports for information on current topics of interest.
- Coordinates and helps with project development including strategic imperative projects.
- Assists in 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.
- Presents to local groups of staff and administrators at workshops and regional meetings.
- Represents the Director of Research and Analytics before Florida college committees, associations and other recognized groups that represent interest in the areas of responsibility.
- 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 degree in Higher Education or related field including, but not limited to Education, Statistics, Psychology, or Sociology;
- A background in research, institutional research preferred;
- Extensive experience with Microsoft Excel;
- Experience with Tableau preferred;
- Experience writing research reports and data summaries;
- Experience with project management;
- Ability to learn quickly, prioritize tasks and efficiently manage time;
- Ability to collaborate with a variety of state and national professionals; and
- Ability to communicate clearly and effectively both orally and in writing.

Compensation:

Negotiable and commensurate with experience.

Contact

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