

PENNSYLVANIA COMMISSION FOR COMMUNITY COLLEGES  
**JOB DESCRIPTION**

**Position:** Director of Data Collection and Analysis  
**Revised Date:** September 26, 2022  
**Location:** Pennsylvania Commission for Community Colleges  
**Exemption Status:** Exempt  
**Supervisor:** President & CEO

**Purpose:** Working under the supervision of the President & CEO, the Director of Data Collection and Analysis will plan, organize, conduct and maintain data collections for the use in understanding of community college institutional needs; for planning and decision-making; for determining the impact of public policy decisions on the community colleges; and for preparing data for both internal and external audiences.

**Duties**

Develop, organize and manage the collection, analysis, and interpretation of a wide variety of data and information from the colleges and other sources, including national and state databases. Data collections will include both regularly scheduled, and ad hoc data collections as necessary.

Administer the PACCC Annual Data Collection Calendar.

Work with the Business Officers of the colleges to define, collect and analyze financial data and reports.

Work with the Human Resources Officers of the colleges to administer the annual compensation and benefits survey including development of the survey instrument, compilation of responses, and presentation of the results.

Work with the President/CEO on additional data collections to ensure that data informs Commission decision-making, public statements, and the PACCC policy agenda.

Analyze and evaluate applicability of collected data and information.

Prepare reports, policy briefs, and written summaries based on collected data. Present information in public settings.

Collaborate with the Director of Communications regarding reports, policy briefs and presentations for the public dissemination of data and information.

Ensure that data collection and reporting conform to federal, state and internal policies regarding data access, security, and confidentiality.

Manage the PACCC internal system for tracking the community college capital appropriation, including collection of project information and funding approvals, and support the Capital Work Group Chair.

Assist in the preparation of the Commission's annual state budget request.

Liaison to college affinity groups as assigned; manage information, projects, and resources for assigned affinity groups as needed.

Establish and maintain professional relationships with partners and stakeholders to include, but not limited to, Pennsylvania Department of Education, Pennsylvania State Board of Education, Pennsylvania Higher Education Assistance Agency, Pennsylvania State System of Higher Education, Pennsylvania Department of Labor and Industry, Pennsylvania State Workforce Development Board, and other states' community colleges and community college systems.

Collaborate with other PACCC and college staff on projects.

Attend meetings as a representative of the President/CEO when necessary.

Performs other duties as assigned.

### **Qualifications**

A commitment to the mission of public higher education, community colleges, and the achievement of equitable outcomes in student success and college credential attainment.

Bachelor's Degree required; Master's preferred in higher education, government, public policy, business, statistics, data analytics or a related field with relevant coursework or demonstrated proficiency in research methods.

A minimum of 3 years of professional experience in collecting, analyzing and maintaining data and information in an educational institution, government agency, nonprofit agency, or similar entity.

Proficiency with Microsoft Office Suite (Outlook, Word and Power Point) with extensive experience using Microsoft Excel or Access to extract, manipulate, and interpret data. Must be proficient in calculations and graphing tools.

Ability to read, understand and use:

- financial data, including financial reports and statements
- basic economic data (CPI) and labor market information
- data from the Integrated Postsecondary Education Data System (IPEDS)
- data from the National Student Clearinghouse
- data from the Voluntary Framework of Accountability (VFA)

Superior organizational skills.

Excellent written and verbal communication skills to effectively interact with community college leadership, elected and appointed governmental officials, and other key stakeholders.

Ability to work both independently with minimal supervision and in a group setting.

Ability to work under changing priorities and manage multiple tasks and deadlines.

Ability to work unpredictable hours when necessary.