



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Institutional Research Analyst

Job Code: 80535

Grant funded through September 30, 2026, contingent upon availability of grant funds.

Campus Location: Augusta Campus

Salary: \$53,045.00 Annually

JOB SUMMARY

The **Institutional Research Analyst** is responsible for the design, development, and implementation of college-wide and grant-related data collection and analysis processes.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution. Three to five years of full-time professional-level database management/analysis and grant project evaluation experience in a college/university setting.

PREFERRED QUALIFICATIONS

- Master's degree in Mathematics, Statistics, Computer Science or an equivalent field from an accredited institution
- Proficient with basic-to-intermediate spreadsheet functions.
- Experience with statistical software (ex. SPSS, STATA, or SAS).
- Experience with query languages (ex. SQL)
- Experience conducting cross-sectional and longitudinal data analysis.
- Experience with large, complex student information and administrative computing systems.

COMPETENCIES

- Good interpersonal skills and the ability to work well with others.
- Demonstrates effective communication skills.
- Ability to work independently with minimal supervision.
- Knowledge of and skill in long-range and short-range planning, program development, and program evaluation.
- Ability to travel within and out of state as required.
- Good decision-making and problem-solving skills.
- Working knowledge of common operating systems (Windows 11) and software applications (Microsoft Office Suite).
- Good organization skills with keen attention to detail.

MAJOR DUTIES

Collect, analyze, and interpret quantitative and qualitative data as outlined and/or requested for all grant awards at the college to include PBI Competitive Grants, PBI Formula Grants, Carl D. Perkins local application, etc...

- Establish and implement a comprehensive program of institutional data support to various units at the college.
- Organize and tabulate data using a variety of techniques, including database software, spreadsheet software, statistical tables, charts, graphs, etc...
- Coordinate submission of annual surveys for the college's Integrated Postsecondary Education Data System (IPEDS) data.
- Generate reports and related data in support of the college-wide strategic planning process, planning and evaluation cycles, and accreditation activities, including the annual institutional accreditation profile report.
- Assist college staff with data quality issues.
- Manage the college's course evaluation process.
- Assist with program and unit outcome assessment by utilizing survey creation and management tools.
- Document the process for creating all routine electronic reports generated in the department.
- Assess and evaluate all short-, intermediate, and long-term grant project goals in accordance with the timelines established in the project management plan.
- Inform AVP for Research and Technology of any conflicts/ issues that relate to data collection and analysis.
- Assist grant coordinators with the preparation of quarterly and annual grant performance reports.
- Perform any other related duties as required.

APPLICATION DEADLINE: The position will remain open until filled. All application packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment.



Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.