

8/20/2009

Research and Planning Project Coordinator

Responsibilities:

- Coordinate and facilitate college planning initiatives.
- Manage and fulfill college research development, administration and analysis needs.
- Complete data management and retrieval for research purposes.
- Represent the college and department, internally and externally.

Qualifications:

- Bachelor's degree required, Master's degree preferred, in a field emphasizing quantitative and qualitative research methods.
- Experience in quantitative and qualitative research design, administration, analysis, and data presentation.
- Experience in facilitating and coordinating strategic and other planning processes.
- Ability to perform statistical analysis using tools such as Excel and SPSS.
- Solid data management and query skills.
- Strong group facilitation experience.
- Ability to plan, coordinate, and administer the details associated with multiple projects and completing deadlines.
- Excellent oral, written, and interpersonal communication skills.
- Knowledge of higher education and accreditation processes.
- Experience in evaluation methodologies beneficial.

Please submit a letter of application, resume, transcript, and a list of three professional references with names, addresses, and phone numbers to:

Human Resources
South Central College
1920 Lee Boulevard
North Mankato, MN 56003

Closing Date: September 11, 2009

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

www.southcentral.edu

Faribault Campus
1225 Third Street SW
Faribault, MN 55021

tel: 507.332.5800
toll free: 800.422.0391
fax: 507.332.5888

North Mankato Campus
1920 Lee Boulevard
North Mankato, MN 56003

tel: 507.389.7200
toll free: 800.722.9359
fax: 507.388.9951