Position: Coordinator of Institutional Reporting
40 hours, 12 months

Reports to: Director of Institutional Research and Assessment

Function: To ensure trustworthy and accurate data reporting for the College, responding to data and information requests from Federal and State Government Agencies, as well as other internal and external entities. To coordinate various data sources, including (but not limited to) Admission, Academic Records, Athletics, Student Life and Student Financial Services, ensuring timeliness and accuracy. Responsible for the production and maintenance of official institutional data.

Essential Responsibilities:

- Manage the calendar of essential reports for the College
- Develop and implement procedures for ensuring accurate data reporting
- Manage academic records reporting
- Manage financial aid reporting
- Manage IPEDS (Integrated Postsecondary Education Data System) reporting
- Maintain confidentiality of data, especially student records
- Manage data displayed on the Institutional Research webpage
- Other duties as assigned in support of Institutional Research and Academic Records

Required Qualifications:

- Associate’s degree required; Bachelor’s preferred
- Numerical accuracy
- Fluency in EXCEL; comfort with learning new computer applications
- Ability to work unsupervised in a cross-functional environment while meeting multiple critical deadlines
- Excellent organizational and time-management skills
- Familiarity with database operations
- Technical writing proficiency
- Experience with SQL Reporting or similar reporting tool(s)

Preferred Qualifications:

- Familiarity with state and federal higher education reporting requirements
- Experience with PowerCampus, PowerFAIDS, and/or similar academic databases

To apply please send a cover letter, resume, three references, and statement of Christian commitment to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu

(Application materials preferred via email)