WAYNE
COMMUNITY COLLEGE

POSITION VACANCY
May 11, 2015

Name of position**:**   Research Coordinator
Applications accepted through: May 22, 2015
Effective date of employment: June 15, 2015
Length of employment: Full-Time
Salary range: $30,300 – $37,876

Position requirements:

A Bachelor's degree is preferred; an Associate degree is required. An educational background in statistics, educational research or a related field is required; a minimum of 1 - 3 years' experience is preferred. The Coordinator must be skilled in Microsoft Office Suite, database development and management, graphical presentation software and Internet research; proficiency with statistical packages such as SAS or SPSS is preferred. The successful candidate must have the ability to present technical information to non-technical audiences and have strong written and verbal communication skills. The Coordinator must have the ability to work successfully in a team environment, prioritize work assignments and meet deadlines.

Position duties:

The Research Coordinator conducts institutional research, analytic and administrative duties that support the mission of the College, Office of Planning and Research, and student success efforts. The Coordinator also collaborates with college faculty and staff in developing, collecting, analyzing and reporting data using standard qualitative and quantitative procedures.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

APPLICATIONS:
*Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post-secondary studies to **Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications may be downloaded from our website at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*