

CLASSIFICATION SPECIFICATION

Institutional Research Analyst

FT/PT Class Code: 3088, 3588 Pay Grade: B/C 17 FLSA: Non-Exempt Rev. 07/27/15

SUMMARY STATEMENT: The Institutional Research Analyst researches, collects, interprets, analyzes, and reports a variety of data for administrative decision-making, institutional effectiveness and improvement purposes, and compliance with higher education laws, policies, accreditation standards, and regulations.

NATURE AND SCOPE:

An incumbent reports to the Director of Institutional Research. An incumbent will analyze qualitative and quantitative data using standard statistical methods and software. The scope of work is broad and requires strong technical and analytical skills to produce reports for a wide range of purposes including to inform selection and evaluation of student success initiatives, enrollment management, strategic planning, academic program review, accreditation, financial aid processes, and federal and state reporting. This position is differentiated from Data Manager by level of technical skill needed.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Works with subject matter experts to frame research questions and determine scope of analysis.
2. Recommends and implements methodology for collecting, interpreting, analyzing, and reporting on college data.
3. Develops and maintains reports for the College's "Business Intelligence" needs using an SSRS framework. Responds to requests for report development and modifications. Develops programming specifications, tests, and debugs for ad hoc reporting.
4. Writes database queries and creates and maintains databases to support various reporting needs such as the TAACCCT, EPSCOR, and INBRE grants; graduate employment reports; trended reports on applications, enrollment, retention, and completion; etc. Prepares charts, tables, and graphs of data for use in reports and studies. Generates written summaries of findings for the Director of Institutional Research.
5. Collaborates with database administrators and application developers to establish realistic timelines based on client requirements.
6. Develop queries for investigation of data issues or creation of new report structures for business units.
7. Develops and maintains data warehouse(s) for College data.
8. Consults with faculty and staff to document project objectives and assist in the creation of surveys to ensure that the necessary data is collected in a manner that can be analyzed for meaningful reporting.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. Analyzes trends in enrollment, retention and graduation rates to support institutional planning and policy decisions. Generates comparison groups using the IPEDS data center for improvement.
10. Develops and provides training for faculty and staff to access and understand student data reports provided by the data team.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of and skill in applying the concepts, methods, and techniques of systems analysis including information needs analysis, requirements analysis, and design alternative analysis.
- ◇ Knowledge of federal and state reporting requirements related to higher education institutional research.
- ◇ Advanced knowledge of relational databases.
- ◇ Advanced knowledge of spreadsheet and word processing software.
- ◇ Knowledge of general principles of statistics, management, and administrative methods.
- ◇ Knowledge of statistics software such as R, SAS, or SPSS.
- ◇ Knowledge of reporting writing techniques and skill in producing accurate and user-friendly data reports.
- ◇ Knowledge of College policies and procedures.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to think creatively and develop creative solutions to management information systems.
- ◇ Ability to gather, interpret, and analyze data concerning a variety of issues and trends.
- ◇ Ability to assist other employees in technical and procedural activities.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or equivalent combination of education and experience.