

# CLASSIFICATION SPECIFICATION

## Research Analyst I

FT/PT Class Code: 3124, 3624

Pay Grade: B/C 17

FLSA: Exempt

Est. 07/01/18

**SUMMARY STATEMENT:** The incumbent in this position supports collegewide research and analysis for the Office of Research and Analytics. The incumbent will research, collect, interpret, analyze, and report on 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 research and analytics. An incumbent will analyze qualitative and quantitative data using standard statistical methods and software. The scope of work is collegewide and requires strong technical and analytical skills to produce reports for a wide range of purposes including the selection and evaluation of student success initiatives, enrollment management, strategic planning, academic program review, accreditation, financial aid processes, and federal and state reporting.

### PRINCIPAL ACCOUNTABILITIES:

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

1. Recommends and implements methodology as well as creates queries and scripts for collecting, interpreting, analyzing, and reporting on College data. Addresses ad hoc data requests from the campus community, completes institutional/external surveys, and serves as a liaison in data sharing activities.
2. Works with subject matter experts to frame research questions and determine the scope of analysis.
3. Uses statistical and analytical software and Business Intelligence tools to identify trends and patterns in enrollment, retention, and graduation rates. Compares consistency of data against other data sources and establishes automated procedures for analysis and reporting.
4. Translates data into clear, usable, actionable information to aid leadership with decision-making and strategic planning improvements.
5. Arranges and maintains project schedules and timelines. Develops and implements strategies to complete assignments within deadlines. Maintains detailed and accurate documentation of all projects.
6. 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 reports.
7. Reviews, updates, and submits data to external agencies such as IPEDS, VFA, and the National Student Clearinghouse. Responds to internal requests from College decision-makers.
8. Develops and provides training for faculty and staff to access and understand student data reports provided by the data team.

## **PRINCIPAL ACCOUNTABILITIES, cont'd:**

9. Commits to advancing knowledge through publications, tools, and innovative practices and applies knowledge to daily work. Actively engages in the College's continuous improvement and student success initiatives.
10. 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.
- ◇ Knowledge of data extraction methods through programming and queries used in producing automated and ad hoc reports.
- ◇ Knowledge of College policies and procedures.
- ◇ Knowledge of qualitative research methods.
- ◇ Advanced knowledge of spreadsheet and word processing software.
- ◇ Advanced knowledge of general principles of statistics, management, and administrative methods.
- ◇ Advanced knowledge of statistics software (SPSS, R, Stata and/or SAS).
- ◇ Advanced knowledge of report writing techniques and skill in producing accurate and user-friendly data reports.
- ◇ Ability to develop and generate tables and graphs to enhance data presentation and reporting.
- ◇ 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 quickly learn new programming tools and methods.
- ◇ Strong self-motivation, organizational, and project management skills.
- ◇ 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.