



POSITION DESCRIPTION

Official Organizational Title: Institutional Research Analyst (100% grant funded by Carl Perkins)	
Job Cluster: Institutional Research	Job Specific Stipend*: N/A
Certification Status: Non-Certified	FLSA Status: Exempt
Personnel Class: ISP - 4	Salary Schedule: ISP
Title position reports to: District Institutional Research Manager	Title(s) reporting to this position: N/A

Position Purpose

The Institutional Research Analyst will assist with the development and implementation of a comprehensive institutional research program that supports strategic planning at the district, division, campus, and program level. This position will focus on assessing, extracting, analyzing, and reporting data for evidence-based decision-making and assessment of outcomes.

Essential Functions

1. Under consultative or self-initiated direction, assess, collect, extract, analyze, interpret, and review relevant and accurate data/information from existing sources; devise methods to identify data trends using a variety of qualitative and quantitative techniques; and summarize findings in charts, graphs, tables, reports, dashboards, etc.
2. Perform data mining activities using available tools (SAP Business Objects, Colleague, CRM, Crystal Reports, ODCTE website).
3. Merge or join data in Excel, Access, or Tableau; run new queries; and organize/format datasets as required for analyses, reports, and Program Review.
4. Provide access to data through reports and dashboards, while also ensuring the security of sensitive data.
5. Serve as a resource for and respond to ad-hoc requests for statistics and surveys.
6. Conduct research and produce high-quality reports with valuable information and insight into the progress and outcomes of the students, programs, campuses, and institution.
7. Provide integrated analysis and research needed by practitioners and decision-makers in a comprehensible manner.

8. Collaborate with staff to automate and streamline routine reports, dashboards, and metrics.
9. Collaborate with staff to improve existing data collection strategies and recommend new approaches and procedures for the collection and analysis of institutional data, working to enhance effective data and information flow between the programs, the executive offices and partnering with other offices, faculty, and staff to enhance Tech Center wide data collection and presentation.
10. Assist with developing and maintaining standard operating procedures for data collection and reporting processes to ensure data integrity and efficiency.
11. Perform duties and responsibilities effectively and efficiently under multiple deadlines.
12. Perform tasks and duties relevant to any of various roles or responsibilities assigned by supervision and determined by management to be appropriate for this position; comply with all policy, procedure, regulation and other communicated requirements as may be in effect for the workgroup or worksite.

Non-Essential Functions

1. Perform all other duties as may be assigned by management from time to time.

Competency Profile

Core Competencies

1. **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; uses first-hand customer information for improvements in deliverables and services; acts with customer in mind; establishes and maintains effective relationships with all customers and gains their trust and respect.
2. **Integrity and Ethics:** Accepts accountability for own performance and behavior; admits and takes responsibility for correcting mistakes; adheres to Tulsa Tech core values during both good and bad times; practices what he/she preaches; is seen as a truthful and honest individual; keeps confidences; doesn't misrepresent him/her self for personal gain; tries to do what is right.
3. **Self-Development:** Is personally committed to and actively works to continuously improve him/herself; understands different situations may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits; looks for opportunities to increase personal contribution and value to the organization.
4. **Resource Management:** Demonstrates good stewardship in use of time, money and materials to produce the required deliverables or services; plans and organizes work to use own and others time effectively and efficiently; concentrates his/her efforts on the more important priorities; is productive in planning and executing work.

5. **Action Orientation:** Steadfastly pushes self and others for results; enjoys working hard; takes quick and timely action; recognizes and seizes opportunities without prolonged deliberation; creates positive results by resolving problems and initiating action in an expedient manner.
6. **Problem Solving:** Uses logical analysis to solve difficult problems; involves appropriate resources in seeking solutions; looks beyond the obvious first answer; remains composed and focused on the critical issue when confronted with the unexpected; sees problems as welcome opportunities to create improvement in the organization.

Job Specific Competencies

1. **Learning On The Fly:** Learns quickly when facing new problems; is a relentless and versatile learner.
2. **Technical Learning:** Is good at quickly learning new industry, company, product or technical skills and knowledge.
3. **Process Management And Managing Through Systems:** Understands how to separate and combine tasks into efficient workflow; can simplify complex processes.

Special Skills, Knowledge or Abilities

- Ability to manage and complete multiple projects for internal and external customers to meet deadlines.
- In-depth knowledge and experience using and applying analytical software, student information systems, and data mining software.
- Advanced skills in Microsoft Excel; for example, knowledge of VBA, Macros, PowerPivot, etc.
- Ability to use logic and reasoning to calculate and merge/join data.
- Strong listening, verbal, and written communication skills required.
- Ability to present data and findings in a clear and understandable manner meeting user needs.

Experience Required

Five years of experience in a research, assessment, or data analysis related career area or the combination of work experience and related education. Experience with dashboards, Tableau, and database query languages and tools, especially SQL is preferred.

Education, Certifications and Specialized Training

Bachelor's degree required.

Physical Demands & Working Conditions

Must be able to perform work indoors in climate-controlled private office environment with minimal noise, performing primarily sedentary work with limited physical exertion and routine lifting of up to 15 lbs. Must be able to operate routine office equipment including telephone, copier, facsimile, calculator, etc. Must be able to routinely perform work on computer for an average of 7-8 hours per day. Must be able to work extended hours whenever required or requested by management. Must be capable of local travel (as driver) and occasional overnight and extended travel, domestically, by commercial airlines, rental vehicles and public transportation and lodging in public facilities. Regular and timely attendance is an expectation of this position.

Mental & Emotional Requirements

Must be able to perform job functions without supervision and direct the activities of others. Must be able to read and carry out various written instructions of significant complexity and also follow oral instructions. Must be able to prepare detailed records and reports. Must be able to plan own work activities as well as the activities of others and also direct the activities of others. Must be able to effectively train others to accomplish tasks. Must be capable of working alone and effectively as a member of a team. Must be able to perform responsibilities with minimal to no supervision. Must be able to work under pressure of time deadlines and performance requirements of extreme accuracy, as well as work rapidly for extended periods of time. Must be able to exercise highest level of discretion and maintain confidentiality under all situations. Must be able to work on several tasks at the same time, and deal effectively with changing priorities.

***Exceptions at the discretion of Superintendent**

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Date Job Description Last Modified: