Institutional Research Analyst
Job Description

GENERAL DESCRIPTION

The Institutional Research Analyst is responsible for developing data to support the College's initiatives, analyzing research data and developing appropriate analytical findings, projections and trends for use in institutional decision making. This individual will use information from the College's Datatel System, other colleges, regional and national data banks to generate the necessary data. Internal information will be developed using business objects.

SUPERVISION

Work is performed under the supervision of the Director of Institutional Effectiveness with a supporting role under the Director of Performance Measurement.

JOB DUTIES

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.)

ESSENTIAL FUNCTIONS

Prepare the comprehensive Monitoring Reports to the Board of Regents to address the five College ENDS – graduate success, student access, student preparation, student success, and community development. This process includes the collection, development and interpretation of data plus the development of a formal report and PowerPoint.

Assist in the collection, analysis and reporting of information for Achieving the Dream strategies.

Assist in the development of Business Intelligence solutions of the college's enrollment and student success reporting solutions.

Support the collection of data for various internal and external reporting.

Assist the Director of Institutional Effectiveness in the development of institutional accreditation materials.

Collect and format data for the college's planning and resource allocation process.

Work with faculty and staff to identify the appropriate research studies to meet their needs. Design, implement and report on the study results.

Conduct focused research regarding student success.

Prepare and deliver presentations of research findings, analyses, projections, and trends.

Analyze and prepare reports using demographic and workforce data.

Adhere to established safety and health procedures and practices for the purpose of providing injury and illness prevention for self and others.

Advise the Director of Institutional Effectiveness of significant research matters.

Support the leadership and other members of management in the achievement of their goals and operational purposes.

Maintain professional working relationships with all employees and departments for an effective and efficient operation.

MINIMUM QUALIFICATIONS
(Unless otherwise stated, equivalent combination of education and related experience will be considered.)

Bachelor's degree.

Three years experience in one of the following areas: education, economic, accounting, operational or financial research and analysis.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES
(The individual must possess these skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.)

Strong working knowledge of Microsoft Word, Microsoft Excel, Microsoft Access, PowerPoint, and e-mail

Commitment to data accuracy and consistency

Ability to develop trends, analyses, and projections using statistical analysis where appropriate

Ability to work effectively with faculty, staff and management

Good verbal, written and presentation skills

Ability to work independently

Ability to maintain confidentiality

Ability and willingness to work beyond the normal work schedule when necessary

PREFERENCE
Master's Degree

1) Describe a project where you had to convert numbers/data/statistics into a concise, readable report. Please bring copies.

2) Explain how your experiences suit you for a community college position.

3) If selected for an interview, you will be asked to give a 3-5 minute PowerPoint on a data-oriented project you worked on recently.