

RESEARCH ANALYST

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 21
REPORT TO: DIRECTOR OF INSTITUTIONAL RESEARCH
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

Job Summary

Responsibilities of the Research Analyst include data collection, analysis, interpretation and reporting to support the College's systematic and ongoing institutional effectiveness, research, reporting, and assessment activities.

Essential Duties and Responsibilities

- Develops and maintains a comprehensive plan for the identification, analysis, and communication of critical information and data to support the College's strategic and operational plans.
- Identifies, designs and executes quantitative, qualitative and survey research projects, providing input on design, development and implementation.
- Works with large complex data sets, including exporting/importing from various sources, cleaning data files and maintaining historical records.
- Prepares reports, summarizing data and analyses that present results in a clear and concise manner for multiple audiences, including the creation of clear and effective charts and tables.
- Maintains security of confidential student and employee information.
- Proofreads all reports, correspondence and statistical tables for accuracy and completeness.
- Maintains a variety of formats for disseminating key performance data about the College through reports, dashboards, scorecards and other methods.
- Extracts, manipulates, and analyzes complex data from databases such as Colleague, state and government databases, and other data repositories.
- Collects data, validates, designs and compiles the College's statistical handbook.
- Assists in developing systems specifications and reporting structures pursuant to the changing reporting requirements of state and federal government agencies, including, but not limited to THECB and IPEDS reporting.
- Assists in developing, updating and providing training materials to faculty, staff, and all constituents throughout the College to promote awareness and understanding in the Institutional Effectiveness processes and with collecting, interpreting and using data for further improvement.
- Conducts and disseminates research pertaining to best practices in educational/institutional research.
- Supports the accreditation process.

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- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and community.
- Communicates effectively, both orally and in writing; defines problems, collects data, establishes facts, and draws valid conclusions; and effectively presents, as needed.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Must exhibit highest professional integrity and ability to work confidentially with discretion.
- Familiarity with institutional research issues and other institutional research concepts.
- Knowledge and skills related to educational research.
- Strong demonstrated organizational skills in handling, directing and prioritizing multiple and complex assignments and projects, with excellent attention to detail.
- Ability to work independently according to established schedules and to complete assignments and projects as per defined timelines.
- Strong customer service skills and ability to work effectively in a team environment.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization, with excellent attention to detail.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and effectively present information.

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REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, and skill/ability required.

- Bachelor's degree in statistics, economics, mathematics, information science, computer science, business administration or related discipline from an accredited college or university.
- At least two (2) years of work experience in activities associated with economic and/or educational research, educational data assessment and reporting, measurement and evaluation, strategic planning, academic assessment and development, with responsibilities in program research, planning, evaluation, and monitoring.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in statistics, economics, mathematics, information science, computer science, business administration or related discipline from an accredited college or university.
- Knowledge of the Ellucian Colleague system.
- Knowledge of SPSS and/or SAS.
- Experience in the accreditation process.

Certificates and Licensures

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to walk; stand; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor's degree in statistics, economics, mathematics, information science, computer science, business administration or related discipline from an accredited college or university?
 - Yes
 - No
3. *Do you have at least two (2) years of work experience in activities associated with economic and/or educational research, educational data assessment and reporting, measurement and evaluation, strategic planning, academic assessment and development, with responsibilities in program research, planning, evaluation, and monitoring?
 - Yes
 - No
4. Do you have a Master's degree in statistics, economics, mathematics, information science, computer science, business administration or related discipline from an accredited college or university?
 - Yes
 - No
5. Do you have knowledge of the Ellucian Colleague system?
 - Yes
 - No
6. Do you have knowledge of SPSS and/or SAS?
 - Yes
 - No
7. Do you have experience in the accreditation process?
 - Yes
 - No