



<b>Position:</b> Institutional Research Analyst	<b>Position Number:</b>
<b>Department/Site:</b> Institutional Planning, Research, and Effectiveness	<b>FLSA:</b> Non-Exempt – (Classified CSEA)
<b>Reports to:</b> Dean of Institutional Planning, Research, and Effectiveness	<b>Salary Range:</b> 38

**DESCRIPTION:**

Under the general supervision of the Dean of Institutional Planning, Research, and Effectiveness, or other assigned supervisor, the Institutional Research Analyst performs highly skilled professional statistical analysis, coordination and support for a wide variety of institutional planning, decision making, and effectiveness projects.

**REPRESENTATIVE DUTIES:**

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Lead, coordinate, and participate in planning and institutional effectiveness-related projects (e.g., Program Planning and Assessment, Annual Long-Term Plan assessment, Student Success metrics, outcomes development and assessment)
- Design, develop, and conduct research studies, including creation and implementation of analytical tools, measurement procedures, and data collection instruments.
- Compile, prepare, write, edit, and coordinate the publication of research and other reports in various formats for the Office of Institutional Planning, Research, and Effectiveness and the college that may include charts, glossaries, data dictionaries, executive summaries, briefings, and/or other elements.
- Compile information and data for, and otherwise coordinate completion of, institutional reports assigned to the Office of Institutional Planning, Research, and Effectiveness.
- Provide project consultation, information, and data, and technical assistance for institutional reports assigned to other college offices.
- Review, collect, and evaluate national, state, and local surveys, research studies, white papers, and other relevant literature on current and best practices and other relevant topics, and present and otherwise communicate and convey these studies to college constituents.
- Design, implement, and complete forms and templates for organizational and external data and information reporting purposes.

- Utilize survey tools, computer software, and other instruments and media as appropriate for efficient and effective research design, quantitative and qualitative data collection and analysis, and reporting.
- Research, organize, produce and present clearly and effectively research-based information, analysis, results, and interpretations to various constituent groups including but not limited to the Board of Trustees, the College Planning Council, the Academic Senate, and community organizations.
- Evaluate and respond to requests originating from within and outside the institution; work with requesters to clarify their needs and optimize the utility of research results. Identify opportunities to develop research capabilities, such as encouraging use of appropriate research questions, methods, and tools.
- Participate and provide input into the development of policies and procedures for planning, research, and institutional effectiveness in conjunction with college goals and mission.
- Provide technical assistance and training support as needed toward cultivation of a strengthened evidence-based organization.
- Vet and validate data for the data warehouse.
- Serve on assigned committees.
- Perform other job-related duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Database management and programs
- Data and information analysis and interpretation.
- Applied research methodology, including statistical procedures and measurement techniques.
- Research design and implementation.
- Report preparation and presentation.

### **Skills and Abilities to:**

- Communicate in English, clearly and concisely, both orally and in writing
- Establish and maintain cooperative relationships with those contacted within the course of work
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Utilize and apply the technology of word processing, database, spreadsheet, and presentation applications

- Analyze and interpret complex data and information.
- Reason logically and creatively and apply the logic to research topics.
- Complete complex tasks while meeting schedules and time frames consistently.
- Handle information in a discreet and confidential manner

## **EDUCATION AND EXPERIENCE:**

### **Education:**

- A Bachelor's degree in education, social or behavioral science, business, statistics, computer science, or related field.

### **Experience:**

- Three (3) years of experience conducting applied research and data analysis, or closely related experience.

## **WORKING CONDITIONS:**

- Indoor office environment.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Dexterity of hands and fingers sufficient to use a computer keyboard, write, use telephone and business machines for extended periods of time
- Vision sufficient to read a computer monitor and printed materials
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical stamina sufficient to sit for prolonged periods of time