



		ISSUED: 6-28-2022
TITLE: Senior Institutional Research Analyst	SALARY TABLE: AP	CLASS CODE: PE402
UNION: P&A Local 1979, U.A.W.	SALARY GRADE: 15	EEO CODE: 30
JOB GROUPING: Yes	FLSA: Exempt	EMPLOYEE CLASS: PE

JOB PURPOSE

Performs essential institutional reporting functions of the office, ensuring accurate and timely submission of assigned reports. Coordinates and collaborates with professionals from other offices to improve data quality, and address research questions to support university decision making. Reports to Director, Institutional Research and Data Analytics.

ESSENTIAL FUNCTIONS	% Time
Oversee and respond to federal and state mandated data requests, as well as routine or ad hoc internal and external data requests.	30%
Provide statistical analysis and visualization of data from all sectors of the university for use in reporting on strategic indicators, institutional performance, various taskforce committees, website, etc.	20%
Perform statistical analysis and quantitative studies. Prepare and present summary reports for campus decision-makers and information consumers.	20%
Coordinate with academic departments, finance, financial aid, human resources (HR), registrar, and various other university offices in data audits and accuracy validation. Assist with Data Governance initiatives and add content to the University Data Cookbook.	10%
Collaborate with team members to maintain and manage the University official census data (applicants, enrollment, course, degree, human resources data) repository process, and perform data auditing and quality control tasks.	10%
Provides work coordination and mentoring to other analysts on data requests. Delivers training on methods and procedures, assigns and checks work, provides feedback, and monitors workflow.	5%
Performs other related duties as assigned.	5%

MINIMUM QUALIFICATIONS

Education Master's degree

Master's degree in Computer Science, Statistics, Math or a related field. Degree focus on quantitative research methods preferred.

Experience Expert (established subject matter expert, 7+ years experience)

Requires 7 or more years of experience with institutional research or applied research, including at least five years of experience working in institutions of higher learning. Must be familiar with IPEDS, AAUP and union reporting requirements.

Knowledge, Skills and Abilities

- Advanced data management skills and the ability to analyze, synthesize, and visualize data to diverse audiences in support of decision-making. Demonstrated organizational skills and attention to detail. Ability and willingness to reevaluate and improve analytical, reporting and survey activities.
- Advanced knowledge of wrangling and cleaning data from multiple sources.
- Proficiency in a statistical programming language such as SAS, R, Python, or other similar software is preferred.
- Expertise in quasi-experimental quantitative research methodologies, including, but not limited to, difference-in-differences, propensity score matching, and regression discontinuity.
- Familiarity with external reporting requirements (e.g., IPEDS, HEIDI, common data set) and Banner ERP.
- Excellent interpersonal and written communication skills with the ability to effectively engage with a variety of people. Skilled in writing procedures, guidelines and application documentation. Communicates technical and analytical information verbally and in written reports.
- A strong understanding of relational databases and capable of writing complex queries to extract data.
- Knowledge of version control systems (e.g., git) and ticket management software (e.g., Cherwell).
- Ability to design, construct, deploy, document, and maintain self-service dashboards (e.g., Power BI) and reports (e.g., Cognos) that address stakeholder needs.
- Excellent organization, management, communication, and human relation skills.
- The ability to serve and engage others in a multicultural environment. Demonstrates an openness to change and grow by learning from others.
- Willingness to enlist the aid and support of others to accomplish a common task or goal through a collaboration of knowledge and skills.
- Ability to produce consistent work and meet established deadlines with a strong attention to detail and follow-up skills on each task and assignment.
- Demonstrates sound moral and ethical principles. Ability to manage and protect confidential information.

Working Conditions Normal office environment.