

DATE: 3/22/2023

TITLE: Institutional Research Analyst		
First level		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PE 406
UNION: P&A , Local 1979 U.A.W	SALARY GRADE: 14	EEO CODE: 30
JOB GROUPING:	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Performs 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

(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation. The essential functions are listed in order of importance.)

Provide support and response to federal and state mandated data requests, as well as routine or ad hoc internal and external data request.	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%
Conduct analytical studies and projects pertinent to all aspects of Student Success.	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 monitor the University official census data (applicants, enrollment, course, degree, human resources data) repository process and perform data auditing and quality control tasks.	10%
Perform other related duties as assigned	10%

Minimum Qualifications

Education Bachelor's degree

A Bachelor's degree in Computer Science, Statistics, Math or a related field. A master's degree is preferred.

Experience

Requires a minimum of one to two years' experience with institutional research, data management, developing reports, dashboards, data visualizations and scorecards using business intelligence and visualization software. Familiarity with IPEDS, AAUP and union reporting is preferred.

Knowledge, Skills and Abilities

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.

Experience with wrangling data and cleansing data from multiple sources.

Proficiency with associated computer applications and programs (e.g. SQL, Python, R, Excel).

Familiarity with external reporting requirements (e.g., IPEDS, HEIDI, common data set) and federal reporting classification systems (e.g. classification of instructional programs, standard occupations category).

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 good understanding of relational databases and capable of writing queries to extract data.

Knowledge of ERP, Banner preferred, 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, 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

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Typical office environment.

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