	DATE: 8/31/2023	
TITLE: Lead Institutional Research Analyst		
HUMAN RESOURCES USE ONLY:	**SALARY TABLE: AP**	**CLASS CODE: PE409**
UNION: P&A , Local 1979 U.A.W	**SALARY GRADE: 16**	**EEO CODE: 30**
JOB GROUPING: 30	**FLSA: Exempt**	**EMPLOYEE CLASS: PE**

POSITION PURPOSE

Leads the development of institutional research activities and evaluation efforts, including data collection, analysis, and assessment functions. Coordinates and collaborates with professionals from other offices to improve data integrity, interpretation of data, and to conduct research studies to support university decision making, policy formulation, and overall institutional improvement. Reports to Senior 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.)

Oversees and reviews federal and state mandated data requests, as well as routine or ad hoc internal and external data requests, ensuring high-quality, accurate, and timely deliverables.	25%
Leads and designs research projects utilizing statistical and analytics tools to interpret data and create reports/visualizations for University leaders to use in reporting on strategic indicators, institutional performance, various taskforce committees, website, etc. Analyze data for trends and patterns and interpret data with a clear objective.	20%
Develops comprehensive data collection strategies to obtain information from internal and external sources, including surveys, databases, and other institutional repositories. Perform data auditing and quality control tasks.	20%
Fosters a collaborative and innovative research environment by exploring new methodologies and tools to enhance the effectiveness of data analysis and reporting.	10%
Coordinates with academic departments, finance, financial aid, human resources (HR), registrar and various other university offices in data audits and accuracy validation. Participate in Data Governance initiatives and add content to the University Data Cookbook.	10%
Provides work coordination and mentoring to other analysts on data requests. Deliver training on methods and procedures, assign and check work, provide feedback, and monitor workflow. Participate in candidate selection process for open positions.	10%
Performs other related duties as assigned	5%

Minimum Qualifications

Education   Master's degree

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

Experience

Requires 7+ years of experience with institutional research or applied research, including at least 7 years experience working in institutions of higher learning. Must be familiar with IPEDS, AUP 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. Ability and willingness to reevaluate and improve analytical, reporting and survey activities.

Knowledge of higher education policies, accreditation standards, and regulatory requirements is highly desirable.

Leadership experience, with the ability to inspire and motivate a team of research analysts.

Strong analytical and quantitative skills, with proficiency in associated computer applications and programs (e.g. SQL, SPSS, Python, R, Excel).

Expert level 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).

Strong attention to detail, a commitment to data accuracy, and the ability to handle confidential information with discretion.

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

Knowledge of ERP, 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.

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.

Demonstrates sound moral and ethical principles. Ability to manage and protect confidential information.

Working Conditions

Typical office environment.