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

x 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)

x Design, develop, and conduct research studies, including creation and implementation of analytical tools, measurement procedures, and data collection instruments.

x 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.

x Compile information and data for, and otherwise coordinate completion of, institutional reports assigned to the Office of Institutional Planning, Research, and Effectiveness.

x Provide project consultation, information and data, and technical assistance for institutional reports assigned to other college offices.

x 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.

x Design, implement, and complete forms and templates for organizational and external data and information reporting purposes.

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

EDUCATION AND EXPERIENCE:

Education:

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

Experience:

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

WORKING CONDITIONS :

 x Indoor office environment.

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

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