

Job Description

Position Title: Research Analyst 2

Job Family: Institutional Research

FLSA Status: Exempt

Job Level: Professional - Intermediate

Salary Grade: 06

Position Summary:

The Research Analyst 2 conducts research and completes projects for internal and external clients. Performs day-to-day management of research activities. Creates interactive reports. Evaluates, analyzes, and determines the most appropriate visualization tools to deliver reports in line with the clients' requirements.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages institutional research projects within designated timelines and specifications.
2. Designs and executes applied research projects to support institutional effectiveness and strategic goals.
3. Administers college-wide surveys and supports course evaluation processes.
4. Extracts and analyzes data from the College's relational databases and business intelligence (BI) systems.
5. Develops ad hoc queries and processes to fulfill data requests from internal stakeholders.
6. Verifies the accuracy, consistency, and integrity of data used in analyses and reports.
7. Produces and delivers comprehensive reports, dashboards, and data visualizations tailored to various audiences, including administrators, committees, and external agencies.
8. Ensures compliance with applicable laws, College policies, and research protocols in all research activities.
9. Prepares federal and state-mandated reports in accordance with reporting requirements.
10. Maintains adherence to established research policies, procedures, and best practices.
11. Supports the development and interpretation of research findings in response to institutional inquiries.
12. Presents findings through written reports and oral presentations to College leadership, standing committees, and other stakeholders.
13. Responds to internal and external inquiries related to enrollment, graduation rates, and other institutional metrics.
14. Represents the College in external meetings and collaborates with institutional research professionals at other institutions on shared initiatives.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills & Abilities:

1. Knowledge of project management principles
2. Skill in analyzing data and drawing conclusions
3. Skill in organization, coordination and management
4. Skill in problem solving
5. Skill in project management principles, processes, and techniques
6. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree Economics, Mathematics, Statistics in or a closely related field of study required.
 - One (1) to three (3) years of related experience with applicable computer programs required
 - One (1) to three (3) years of related experience with Research and Statistical Methodology required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required