**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Institutional Research Analyst</th>
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<tbody>
<tr>
<td>PRIMARY LOCATION:</td>
<td>Sierra Vista Campus</td>
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<tr>
<td>STATUS:</td>
<td>Exempt</td>
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<tr>
<td>PARAMETERS:</td>
<td>Full-time, 12 months/year</td>
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<td>PAY GRADE:</td>
<td>AS11</td>
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</tbody>
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**JOB SUMMARY:** The Institutional Research Analyst is responsible for gathering data, preparing reports, analyzing data and statistics, and related functions and for using web-based reporting systems to improve data access and analysis for college leadership, academic support units, state and federal agencies, and other stakeholders; maintains a calendar of regular data reports, responds to ad hoc requests for data and information, and creates standard reports from a variety of sources utilizing Microsoft Access and Excel.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**DUTIES AND RESPONSIBILITIES:** Within the scope of college policies and procedures, this position:

- Prepares required internal, local, state, and federal reports in a timely, accurate manner using the college administrative software - Ellucian Banner - and other resources while communicating with other Arizona college and agency personnel to ensure uniformity of required system reports.
- Develops, maintains, and updates queries and reports to fulfill recurring data needs for internal and external reporting requirements; creates and presents dynamic reports and data sets to support timely decision making.
- Designs and maintains web survey instruments and performs online reporting; provides Argos and web survey support to end users; prepares and presents oral and written presentations of data findings.
- Provides training and support to others regarding the planning, analyzing, and reporting processes to be used in research.
- Produces tables, graphs, dashboards, and narrative analysis of data to easily display and summarize college data such as student cohort tracking, enrollments, full-time student equivalency (FTSE), progress and success measures, post-college employment, etc.
- Participates in professional development activities, in campus meetings, and serves on committees as required.
- Performs periodic review of written procedures and updates as necessary to maintain a current, complete reference manual, including the maintenance of an institutional research calendar to ensure that cyclical project timelines are met.
- Performs other related duties as assigned.

**GENERAL EXPECTATIONS:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**MINIMUM REQUIRED QUALIFICATIONS:**
Bachelor’s degree in a related area of study from an accredited institution of higher learning recognized by the US Department of Education.
Three years related experience, preferably in a higher education setting.

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An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge of or ability to learn, follow, and enforce college policies and procedures
Working knowledge of data management systems, preferably Ellucian Banner
Thorough knowledge of higher education institutional research reporting practices
Abilities in relational database development/administration, data warehousing, data analysis, and database design.
Working knowledge of presentation and word processing software, preferably Microsoft Office applications
Working knowledge of Unix/Linux-based operating systems and Argos, Cognos, or other enterprise reporting software
Working knowledge of Structured Query Language (SQL)
High level of proficiency with Microsoft Access queries and Excel
Strong analytical and problem solving skills
Ability to work effectively with a variety of individuals and diverse groups
Ability to conduct research and analysis of project requirements
Ability to work under pressure with frequent interruptions and to effectively deal with ambiguity and changing project requirements
Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment
Ability to work accurately, efficiently, and effectively with all types of data
Ability to relate to a diverse population verbally and in writing, in a professional and helpful manner, and to maintain composure when faced with difficult situations
Ability to give clear and effective public presentations
Ability to maintain strict confidentiality related to sensitive information
Ability to pro-actively analyze problems, identify solutions, and take appropriate actions to resolve issues using independent judgment and decision-making processes
Strong attention to detail crucial

PREFERRED QUALIFICATIONS:
Knowledge of Extract, Transform and Load (ETL) tools
Abilities in statistical analysis software, preferably SPSS, R, and/or SAS
Ability to develop dashboards and connect databases to the web

WORK ENVIRONMENT: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

PHYSICAL REQUIREMENTS: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

REPORTABILITY: Dean of Institutional Effectiveness

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.