

INSTITUTIONAL RESEARCH ANALYST

DEFINITION

Under general supervision, the Institutional Research Analyst assists the Director of Institutional Research in areas of research design, data evaluation, database management, and in performing duties as required/assigned.

CLASS CHARACTERISTICS

Under the general direction of the Director of Institutional Research, independently performs a wide variety of analytical support tasks and projects utilizing specialized software. Assignments can include such tasks as data-mining, maintaining the research data files, creating remote access data-channels, updating online web pages, producing statistical, cost-benefit, and evaluation analysis of projects, conducting environmental scanning, gathering ideas and analyzing data for short-range and long-range planning.

EXAMPLES OF DUTIES (Illustrative only)

- Assists with maintaining and monitoring data files and supplementary databases and data sets
- Performs basic analysis and reports the results to the director
- Reviews reports
- Maintains and updates office homepage
- Collects and evaluates national, state, and local surveys of theoretical or validation studies including prerequisite research and assessment instrument validation
- Compiles and coordinates the publication of the Cabrillo College Fact Book
- Conducts research and presents findings utilizing various forms of media
- Prepares for the initial review of office research studies and projects
- Provides status reports on on-going projects
- Solicits data via various means to support analytical studies
- Defines, analyzes, plans and implements solutions to improve operational efficiencies
- Provides technical support as well as training on new or existing system techniques
- Serves as technical support person to other office personnel
- Coordinates research efforts with other office personnel
- Composes correspondence and generates reports
- Files and maintains records
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Research design, data evaluation, and database management as applicable in higher education institutional research
- Statistics, statistical applications, collection and correlation of data
- Methods of planning and conducting studies and designing reports
- Computer based management information systems
- Oral and written presentation techniques including methods of presenting data via multi-media and web publishing
- Standard office practices and procedures, including filing and record keeping and the operation of standard office equipment

Skill in and ability to:

- Compile, organize and analyze data and prepare analytical reports and make recommendations
- Design simple experimental and correlational studies
- Review and maintain current research literature
- Effectively communicate in English both verbally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Use research related software programs, such as: Visual Fox Pro, Brio Query, SPSS, Server Database Software, File Maker Pro, Dbase, Access, Microsoft Word, Excel, PageMaker; and web design tools
- Present data via multi-media and web publishing

Education and Experience:

A typical way of gaining the knowledge, skills and abilities outlined above is:

Bachelors degree with coursework in computer science, mathematics, statistics, business, economics, psychology or a related field AND two years of experience in the use of state-of-the-art reporting software in institutional research OR equivalent to two years of college level coursework in one of the above areas AND four years of experience in the use of state-of-the-art reporting software in institutional research.