POSITION DESCRIPTION

TITLE: Research Analyst for Institutional Research - (Full-time, Contingent)

Collective Bargaining - Ineligible – Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Research Analyst is responsible for collecting, analyzing, and disseminating data about the College to support internal decision-making and planning and to comply with requests from external agencies. Reporting to the Associate Director of Institutional Research, the Research Analyst collaborates with appropriate faculty and staff to support information based decision making on campus while handling confidential and sensitive issues. Ongoing funding for this position is contingent upon the College’s success in achieving the performance targets established by the legislation creating the funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.

- Prepares internal data files for submission of federal, state, and external reports, including the Maryland Annual Collections (MAC and MAC2), Managing for Results (MFR), Performance Accountability Report (PAR), Peer Performance Indicators, IPEDS, College Guides, Common Data Set (CDS), Complete College America (CCA), Middle States Annual Institutional Profile (AIP), and NCAA reports.

- Coordinates and/or responds to requests for institutional data and information from internal sources including department chairs, administrative department directors, and other need-to-know groups. This includes, but is not limited to, supporting the College’s data needs for the Middle States (MSCHE) Accreditation Review and the DeSousa-Brent Scholars Program.

- Administers various surveys to include the Alumni (1-, 5-, and 10-year-out) Survey, Senior Exit Survey, National Survey of Student Engagement (NSSE), and Beginning College Student Survey of Engagement (BCSSE).

- Maintains the Institutional Research and Reporting page on the College’s web site, the Portal and the College’s Consumer Information web site.

- Provides support for strategic planning and assessment of institutional effectiveness.

- Collects and analyzes data in support of the College’s objectives.

- Engages in professional development opportunities in order to expand upon current knowledge base.
MINIMUM QUALIFICATIONS:

- Education: Bachelor’s required. Master’s degree preferred in one of the social sciences, computer science, management information systems, higher education research, or related field.

- Experience: Demonstrated experience and competency utilizing: computerized information systems; spreadsheets; statistical and database applications to conduct research, analyze and present data.

- Experience in areas of institutional research, research design, and data analysis, preferably in a liberal arts setting, is highly desirable.

- Must possess strong verbal, written, analytical, and interpersonal skills.

- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.