

## POSITION DESCRIPTION

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**TITLE:** Institutional Research Analyst II - (Exempt)

**Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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**JOB SUMMARY:**

Reporting to the Associate Director of Institutional Research and Planning, the Institutional Research Analyst II is responsible for supporting the collection, analysis, and dissemination of data about the College to support internal decision-making and planning and to comply with requests from external agencies. The Institutional Research Analyst II collaborates with appropriate faculty and staff to support information-based decision making on campus while handling confidential and sensitive issues.

**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 IPEDS, MHEC reports and Maryland Annual Collection, NCAA reports, Common Data Set, and college guides (e.g., U.S. News & World Report, Peterson's, Princeton Review, etc.).
- Responds to requests for institutional data and information from internal sources including administrators, faculty, and staff.
- Coordinates the administration and analysis of various surveys to include the Alumni (1-, 5-, and 10-year-out) Survey, Senior Exit Survey, Student Satisfaction Survey, Employee Satisfaction Survey, and Campus Climate Survey.
- Provides data and support as needed for institutional strategic planning, assessment of institutional effectiveness, and assessment of student learning.
- Prepares documents, tables, and visualizations of institutional data to be disseminated both internally and publicly, with an emphasis on interactive data-sharing tools such as an electronic factbook and interactive dashboards.
- Monitors and reports on student outcomes before and after degree completion, including academic success, graduation rates, career outcomes, and alumni activities.
- Supports accreditation compliance efforts.
- May supervise or assist in supervising student interns and fellows in the Office of Institutional Research and Planning.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; Master's degree preferred, preferably in a quantitatively-oriented field such as Social Science, Educational Research or Planning, Higher Education Administration, Statistics, Mathematics.
- Experience: Experience in higher education in one or more of the following areas: institutional research, institutional effectiveness, data analysis, data visualization, or planning/assessment, preferably in a liberal arts setting.
- Demonstrated experience and competency utilizing data management systems, including spreadsheets, statistical/database applications, and data visualization tools, (e.g., Excel, Tableau, Power BI). Experience with survey platforms is highly preferred (e.g., Qualtrics, SurveyMonkey).
- Experience with business intelligence/reporting tools and/or enterprise/student information systems (e.g., Cognos/Impromptu, Anthology, Workday, Ellucian, Jenzabar, Slate) is highly preferred.
- Excellent critical thinking, analytical and organizational skills; and excellent written and oral communication skills.
- Exemplary attention to detail and a commitment to upholding the unit's reputation for accuracy, precision, thoroughness, and accountability.
- 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.