

POSITION DESCRIPTION

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

Collective Bargaining - Ineligible - Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

Reporting to the Associate Director of Institutional Research, 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. Additionally, the Institutional Research Analyst II provides support for ongoing efforts to assess student learning in academic and co-curricular programs to ensure compliance with accreditation requirements.

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, Middle States Annual Institutional Profile, NCAA reports, and college guides (e.g., U.S. News & World Report, Peterson's, Princeton Review, etc.).
- Assists 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.
- Provides data and support for strategic planning and assessment of institutional effectiveness, including administration and analysis of internal and external surveys.
- Assists with implementation of assessment of student learning, including coordinating electronic management of institutional, program, and course learning outcomes; entering and analyzing assessment data; aiding in the creation of curricular maps and assessment plans; and coordinating the collection of documents and reports.
- Communicates with faculty and staff regarding assessment of student learning, including providing guidance on writing learning outcomes, instrument mapping and alignment, establishing assessment cycles, and collecting evidence 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.
- May supervise or assist in supervising student interns and fellows in the Office of Institutional Research.

Position Description
Institutional Research Analyst II
Page 2

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required, Master's degree is desirable, 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 assessment of student learning, preferably in a liberal arts setting.
- Demonstrated experience and competency utilizing computerized information systems, spreadsheets, and statistical/database applications to conduct research, and analyze and present data.
- Experience designing and implementing database reports (e.g. Cognos/Impromptu, Informer); utilizing student learning assessment management software; and/or using data visualization or business intelligence tools to create interactive data-sharing platforms or dashboards (e.g., Tableau, Power BI) is highly preferred.
- Must possess excellent analytical and organizational skills; excellent written and oral communication skills; and an attention to detail.
- 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.