



Position Title:	Senior Research Analyst		
Reports To:	Associate Provost		
Department:	Institutional Effectiveness	Job Code:	0203
Prepared By/Date:	Jennifer C. Brito/04-28-2009	Job Group:	PEC
Approved By/Date:	Dr. David Kaiser/08-26-2011	Salary Grade:	16
Revised:	Donna French/08-26-2011	FLSA Status:	Exempt

Summary:

This position collects, analyzes and communicates institutional data and other information to constituents throughout the college requiring competency to carry out independent educational research projects from conceptualization of research design, planning, data analysis and interpretation, through the final presentation of data. The Senior Research Analyst meets with College users to develop research projects, conducts research, prepares and presents results.

Essential Duties and Responsibilities:

- Collects, analyzes and communicates institutional data and other information to constituents throughout the college
- Conducts independent research and data analysis
- Supervises and/or support research projects of others
- Manages research projects
- Prepares data submissions and reporting for IPEDS, Perkins, and Equity reporting
- Prepares internal research summaries and reports
- Conducts impact analyses
- Prepares enrollment projections
- Provides support for grant writing
- Provides assistance in SAS programming and data file maintenance to IR Research Associates and Information Specialists
- Represents the College at the State and local meetings
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess strong Microsoft Office applications and Web Design software
- Knowledge of institutional research, information and computer systems, MDC data storage and retrieval process
- Possess good communication and user orientation skills
- Knowledge and demonstrable skills in planning, analysis, human relations, and consultation
- Possess excellent writing and research conceptualization skills
- Ability to organize and manage tasks in a timely manner
- Proficiency in SAS programming or related programming language
- Proficiency with quantitative and qualitative educational research design
- Ability to work in a multi-ethnic and multi-cultural environment with staff, faculty, and students

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in Educational Research, Business, Computer Science, Statistics, or related field and three (3) years of related experience, or Bachelor's and seven (7) years of experience
- Three (3) years of experience in educational research design and statistical analysis to conduct independent research and data analysis

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name