



Position Title: Part-Time Professional Research Analyst
Reports To: Director, Institutional Research
Department: Institutional Effectiveness
Prepared By/Date: Donna French/12-02-2011
Approved By/Date: Joanne Bashford/12-02-2011
Revised:

Job Code: 8130
Job Group: H1-HIE
Salary Grade: HB
FLSA Status: Exempt

Summary:

This position is responsible for providing routine and customized quantitative and qualitative research reports for personnel at the college with a focus on student success and completion.

Essential Duties and Responsibilities:

- Analyzes data to respond to information needs and to support decision-making
- Develops reports and presentations to the college audience
- Writes and/or modifies SAS (Statistical Analysis System) programs to extract and analyze data from student data files
- Utilizes proper coding for accuracy in data reports
- Collaborates with and assists research associates as needed
- Consults with individuals to assist them in understanding and using data and reports
- Conducts quantitative research projects
- Produces routine and customized reports to respond to College needs
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Provides efficient skills in planning, analysis, human relations, and consultation
- Ability to organize and manage tasks in a timely manner
- Proficiency in SAS or a related programming language
- Ability to become knowledgeable of MDC data storage and retrieval process
- Possess strong writing and research conceptualization skills
- Proficiency in all Microsoft software applications and Web design software
- Possess good communication and user orientation skills using tact and diplomacy
- Ability to provide attention to detail and accuracy skills
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 stand 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 walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- Bachelor's degree in Educational Research, Psychology, Statistics or related field and four (4) years of experience utilizing independent judgment with background involving research methods, data analysis, and college procedures

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name