



JOB TITLE: RESEARCH ANALYST

Classification: Classified
Salary Range: 47

Retirement Type: PERS*
Revised/Board Approved: January 21, 2020

BASIC FUNCTION:

Under the direction of an assigned administrator, the Research Analyst performs quantitative/qualitative analysis of data. The Research Analyst provides data interpretations to guide decision-making and institutional planning. Provides technical support to faculty, administrators, and staff regarding all phases of research studies.

REPRESENTATIVE DUTIES:

Plan, design, and conduct research studies independently and in consultation with supervisor. Develop methods for data collection and recording, outcomes, targets, and performance indicators to track progress of goals.

Perform quantitative analysis through statistical software and qualitative analysis through techniques such as content analysis, focus groups, interviews, etc.

Prepare and present clear and effective research reports in a variety of modes to decision makers and provide recommendations based on findings.

Participate in the design, implementation, and maintenance of a data warehouse system to facilitate institutional research, program review, and planning activities. Ensure compliance with federal and state regulations and accountability requirements.

Identify relevant best practices and evidence-based practices used in higher education and apply knowledge gained from these sources. Develop solutions to research problems and ensure solutions are consistent with research best practices.

Provide institutional research support for grant applications and the development of research studies, if funds are conferred. Prepare technical reports, documents, and/or records as needed.

Provide technical and analytical support to administrators, faculty, and staff in institutional research activities (i.e., program review, strategic and annual planning, institutional effectiveness, accreditation standards, etc.) Provide guidance regarding research procedures, techniques, and use of data as needed.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field.

Three (3) years of research experience that demonstrate the ability to conduct complex quantitative and qualitative analyses.

One (1) year of experience working with surveys and survey data, facilitating research focus groups, and/or conducting research interviews.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of statistical software such as SAS, SPSS, Stata, R, etc.

Knowledge of data processing languages such as SQL.

Knowledge of principles, theories, techniques, and methods of advanced applied statistics and qualitative analysis.

Knowledge of institutional planning, program review, and accreditation within community colleges or similar environment.

Expertise in technical report writing and data presentation and visualization (i.e., Tableau, Power BI)

Expertise in survey and focus group design.

Familiarity with information systems used in higher education for research purposes and methods of information retrieval, storage, analysis, processing, and management.

Familiarity with state and federal accountability reporting requirements.

Abilities/Skills:

Ability to be a self-starter, highly flexible, and proactive.

Ability to execute projects with minimal supervision.

Ability to prioritize workloads and meet deadlines.

Ability to understand other people's perspectives and take interest in their concerns.

Ability to thrive in a constantly changing work environment.

Skilled at communicating effectively both orally and in writing.

Skilled at resolving problems.

Skilled at using technology (i.e., advanced MS Office applications, graphics, web-based applications, information systems, online databases, internet resources.)

Skilled at organizing projects, keeping records, and being attentive to details.

WORKING CONDITIONS:

Sitting for extended periods of time.

Use of a personal computer with a computer screen for extended periods of time.

Movement from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.