



DATE ISSUED: 05/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Institutional Research Analyst

JOB SUMMARY

Performs responsible work in the development and production of statistical and analytical reports that support decision making functions and planning; performs responsible work in the coordination and implementation of University-adopted Institutional Effectiveness practices; performs responsible coordination of the outcomes assessment of the General Education Core. This position is responsible for independently performing responsible and confidential duties and performing non-standardized tasks requiring the employee to formulate production methods, schedules, and priorities. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President for Institutional Effectiveness and Research

Supervises: Sr. Administrative Assistant; may supervise Student Assistants.

PRIMARY DUTIES - *May include, but not limited to the following:*

Develops and produces statistical and analytical reports in a wide variety of platforms.

Interprets data from a variety of sources for presentation to varying audiences.

Provides technical assistance in the area of educational research, trend analysis, and student enrollment analysis.

Coordinates the outcomes assessment of the general education core.

Assists in the development and implementation of institutional effectiveness data management tools and applications.

Provides technical assistance to faculty, staff, and administrators in the area of institutional effectiveness, using current learning achievement tools and accountability management software.

Maintains archival research information essential for retention, graduation, and trend analysis.

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Verifies accuracy and internal consistency of reports including required State and Federal reports.
Completes surveys and reports related to SACS, discipline-specific accreditation, admission, and grant proposals.
Maintains Institutional Effectiveness and Research website.
Provides administrative support to the Manager

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Degree in Computer Science, Mathematics, Business or Social Sciences preferred.

EXPERIENCE

One year of related experience with data/statistical analysis, and spreadsheets required. Experience in relational databases, web development, desktop publishing and presentation software and experience in higher education preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Proficient in SQL, database and web design, Word, Excel, Pivot Tables, Adobe Acrobat, Access, TaskStream, PsychData, SPSS, ArcGIS, Illustrator, and InDesign.
Understanding of institutional research and current issues/trends in higher education.
Understanding of institutional effectiveness and the ability to work with senior faculty and administrators and train in the use of TaskStream.
Ability to understand and explain current SACS requirements.
Skill in research methodology and design, statistics, and mathematics.
Ability to utilize automated systems for collecting and managing data.
Ability to interface multiple data platforms and integrate into a single output.
Computer efficiency using a diversity of software packages and mainframe applications.
Ability to communicate effectively, both orally and in writing.

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Ability to develop and maintain effective working relationships with administration, faculty, and staff.
Ability to collect and compile information independently and respond immediately to complex requests.
Ability to use a personal computer and other office equipment.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.