

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Senior Institutional Research Analyst

Department: Institutional Research and Planning

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 57

Supervision Received From: Senior Director, Research, Planning, Institutional Effectiveness, and Grants

Original Date: May, 2012

Supervision Given: N/A

Last Revision: May, 2014

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Under the general direction of the Director of Institutional Research, Planning and Grants, responsible for organizing, designing, and assisting in the coordination and implementation of a comprehensive institutional research program which includes designing, conducting, writing and presenting College-wide research and evaluation studies; providing information and research for planning and evidence-based decision-making; and supporting long-range planning functions, institutional effectiveness processes, and assessment of student learning outcomes through collaboration, research and evaluation. Manages, organizes, and maintains institutional research databases and automated reporting systems.

DISTINGUISHING CHARACTERISTICS.

The Senior Institutional Research Analyst applies an advanced knowledge of research methodology in conducting complex institutional research studies and in the development and maintenance of research information systems. The Senior Institutional Research Analyst applies knowledge and skills in research methodology and analysis, performing all phases of research, assessment, and evaluation studies, including problem definition, study design, data collection, analysis, interpretation and presentation of findings. The Senior Institutional Research Analyst consults with the campus community to determine research needs and present research findings. The Senior Institutional Research Analyst is distinguished from the Institutional Research Analyst by its responsibility for coordinating and/or leading designated research functions within the department of Institutional Research and Planning.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Manages, organizes, designs, coordinates, and implements all phases of research and evaluation studies, including selecting appropriate research designs, collecting and analyzing data, preparing narrative and statistical reports, and presenting research results to various audiences.
2. Utilizes advanced techniques and functions, including Microsoft SQL, Hyperion BrioQuery, and other data management and query software to develop, administer, and maintain institutional research databases, automated reporting systems, and complex queries and access the District's general enterprise databases.

3. Organizes and manages the technical and analytical support provided by Institutional Research and Planning in support of the College's matriculation process.
4. Provides advanced technical and analytical support related to institutional efforts to assess student learning outcomes.
5. Provides technical and analytical support for the College's strategic and master planning efforts, including performing activities such as generating enrollment forecasts, conducting studies of growth, and performing internal and external scans.
6. Develops appropriate user interfaces, software reporting tools, and forms and utilizes Excel and related software to facilitate the organization and presentation of data across the District.
7. Assists in the development of automated reports and data displays, including enrollment reports, student success and retention rate reports, and data for program review.
8. Executes ongoing and special requests for data and information involving the aggregation, analysis, and reporting of data extracted from internal relational and external databases.
9. Conducts survey research, including design and administration of surveys using various media.
10. Using univariate and multivariate statistics, collects, analyzes and presents information from multiple sources such as surveys, focus groups, management information systems, studies and reports from internal offices and external agencies; interprets research findings and communicates findings to audiences with varying levels of understanding and knowledge about institutional research.
11. Prepares and manages the development of reports with accompanying tabular, graphical and statistical contents, descriptions of analytical methods used, and narratives of findings and conclusions for internal and external agencies.
12. Prepares research agendas and calendars; tracks progress of research projects.
13. Plans, designs, and consults with planning councils, divisions, committees, departments and faculty regarding a variety of projects related to the College's institutional and program planning, research, assessment, evaluation, effectiveness, and decision-making efforts.
14. Conducts meetings as appropriate to provide for proper coordination of activities and communication of new developments.
15. Coordinates and monitors the research component of the department's website.
16. Provides guidance, general oversight, and training to Institutional Research Analysts and other department staff.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Research methods, including study design and data collection techniques.
2. Relational database principles.
3. Data reduction and display techniques.
4. Qualitative and quantitative (univariate and multivariate) research and planning methods and techniques.
5. Advanced statistical procedures, processes, and models related to sampling and projection.
6. Matriculation processes, objectives, policies and regulations.
7. Data analysis, spreadsheet, database, word processing, and presentation software.
8. Principles of business letter writing and report preparation.
9. Customer service principles and practices, including the use of tact, patience, and courtesy.
10. Community college organization, operations, policies, and objectives.
11. Applicable Federal, State, and local codes, laws, and regulations.

Skill in:

1. Managing and leading research functions and programs.
2. Designing, implementing, documenting, and maintaining comprehensive databases.
3. Conducting extensive and technical research and evaluation tasks utilizing statistical methods.
4. Recognizing and applying proper research design.
5. Designing, developing and implementing comprehensive research projects.
6. Reading, interpreting, and explaining plans and research findings.
7. Using a computer and related software applications.
8. Designing research for original data collection and analysis.
9. Gathering, analyzing, and interpreting data from a wide variety of sources.
10. Communicating clearly and concisely, both orally and in writing.
11. Establishing and maintaining cooperative and effective working relationships with others.
12. Handling difficult situations.
13. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
14. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
15. Analyzing situations accurately and adopting effective courses of action.
16. Working independently with little direction.
17. Preparing reports by compiling and organizing data from a variety of sources.
18. Maintaining accurate and complete records.
19. Maintaining confidentiality and discretion in work activities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience with increasing project management responsibility in institutional research, database and systems development, planning, or a similar research environment, applying statistical and research methods to educational and/or social research.

Education/Training:

Master's degree in social or behavioral science research, information science, computer science, mathematics, or a related discipline.

Preferred Qualifications:

Research experience in a higher education setting.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time, performing required duties, and travel between education centers, satellite sites and other District locations.