

**JOB TITLE:** Research Analyst

**DEPARTMENT:** President's Office

**LOCATION:** Union Campus

**REPORTS TO:** Director, Institutional Research, Assessment & Planning

**FLSA:** Exempt

**LEVEL:** 203

**DATE:** 3/27/2018; 11/25/2013

**POSITION SUMMARY:** The Research Analyst will assist the Director of Institutional Research, Assessment & Planning (IRAP) in the design, development, coordination, implementation and evaluation of institutional research activities.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of bachelor's degree; two years related experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor*

- Undertake and assist in research projects to support the decision-making process at East Central College.
- Perform analytical studies to support the goals and functions of college programs and services.
- Prepare and submit required local, federal and state reports.
- Collect, prepare and report official information regarding East Central College.
- Create, maintain and update reports and documents produced by IRAP.
- Update and maintain programs for the production of reports, and the gathering of special information.
- Quantitative and qualitative research including questionnaire design, research design, methodology and reporting skills.
- Create numeric and graphic displays.
- Be familiar with the data structure and definitions of the College's database.
- Maintain data integrity and notify relevant departments of needed changes.
- Document procedures to extract data from our College database.
- Communicate with peers and State to ensure proper data quality.
- Collaborate with Information Technology staff to assist in data preparation and reporting.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Data extraction and analysis to meet internal and external reporting requirements may require the use or knowledge of any of the following software packages: Microsoft Access, Excel, Word, SPSS, MySQL, Colleague by Ellucian, and business intelligence tools; survey processing. Knowledge of mathematics – arithmetic, statistics and the application of appropriate statistical methods. Ability to problem-solve and troubleshooting. Written and verbal communication skills. Ability to read and understand complex materials. Knowledge of higher education requirements and regulations

**LEADERSHIP and COMMUNICATION SKILLS:** Present data and information to others, internal and external, through strong written and oral communications. Comprehend and follow detailed instructions provided in verbal, written and graphic formats. Understand and adhere to etiquette principles for voice and data communications. Present complex technical concepts in non-technical terms. Establish and maintain cooperative working relationships within the department, with internal and external agencies, and with college constituents

**DECISION-MAKING and ANALYTICAL SKILLS:** Must have strong interpersonal and analytical skills. Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities.

**EQUIPMENT/SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Microsoft Access, Outlook, statistical software (SPSS), MySQL, Ellucian, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- **Environment:** Work is performed primarily in a standard office setting; limited exposure to excessive noise, dust and fumes; frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs; occasionally required to climb or balance; and stoop, kneel, crouch, or crawl; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

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Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*