

**JOB TITLE:** Research Analyst

**DEPARTMENT:** Institutional Effectiveness

**LOCATION:** Union Campus

**REPORTS TO:** Director, Institutional Research

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 2/3/21; 7/2/18; 11/25/13

**POSITION SUMMARY:** Under the general supervision of the Director of Institutional Research, the Research Analyst will identify, collect, maintain, and analyze data from various sources. Must also be able to retrieve, cleanse, and transform data to satisfy end user data needs to support strategic decision-making. Provide technical and analytical support for research activities and reporting. Effectively prepare, communicate, and analyze data for use in academic planning, program review, student success, and resource allocation. In addition, the analyst will perform basic statistical analysis and assist with report writing, design, and survey administration.

**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 institutional research experience and/or two-three years data analyst experience.

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

- Identify and anticipate the data and reporting needs of the institution, including all departments, divisions, programs, and senior leadership.
- Provide data and analysis to support the planning and decision-making for all college programs and services.
- Effectively communicate data analysis through formal presentations, narratives, reports, and visuals tailored to the target audience.
- Develop interactive reports and dashboards to assist in exploring institutional data at a deeper level.
- Develop standardized practices and documentation for collecting, analyzing, and interpreting data to ensure accuracy, consistency, and integrity in all reports that are created and disseminated.
- Understand, collect, prepare, and report official information regarding East Central College and comply with all federal, state, and local reporting mandates.
- Update and maintain research-related databases, programs, and software.
- Take a proactive role in advancing institutional research at East Central College by keeping abreast of industry developments and trends through participation in professional development, conferences, and workshops.
- Understand and utilize the data structure and definitions of the College's database.
- Maintain data integrity by communicating with peers to ensure proper data quality.
- Collaborate with Information Technology staff to ensure data accuracy, consistency, and integrity in preparation and reporting.
- Serves on various committees as needed or required.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, learning, service, empowerment, and collaboration.
- 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) and/or HIPPA.
- Perform assigned responsibilities, duties, and tasks according to established board policies, 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, Colleague by Ellucian, Entrisik Informer, and Power BI and other business intelligence tools. Knowledge of programming languages such as DAX and JavaScript and strong mathematical skills – arithmetic, statistics and the application of appropriate statistical methods. Ability to work with data from multiple data sources and the ability to

problem-solve and troubleshooting. 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. Synthesize complex issues and present them in a creative and non-technical manner in both print and online, including data visualizations and dashboards. 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 the ability to identify, understand, analyze, and design unique solutions to complex problems. Ability to resolve problems independently. Must have strong interpersonal, organizational, planning, and analytical skills. Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting of reports on operations and activities of a department/program/division/institution 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, Power BI, statistical software (such as SPSS), Entrisik Informer, 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; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

---

Employee 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.*