Job Description

Position Title: Research Analyst 1

Job Family: Institutional Research

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The Research Analyst 1 plays the lead role in the administration of college-wide surveys and course evaluations or supports assessment operations and accreditation reporting of the College. Collaborates with internal and external stakeholders to administer surveys or track and report data on behalf of requestors and on behalf of the larger College audience to meet key performance indicators, benchmarking, and accreditation needs.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Designs and implements research protocols. Retrieves data, provides data analyses and prepares analytical reports.
2. Collaborates with other staff in the Research, Assessment, and Effectiveness office to meet project goals and deadlines. Manages, troubleshoots, and implements upgrades and changes to the assessment management system.
3. Develops, writes, and analyzes non-statistical and statistical data; interprets results of statistical analyses and prepares reports for occupational programs, enrollments, student characteristics, course grades and success indicators.
4. Responds to inquiries from College administrators, staff, and the public related to institutional information.
5. Performs a variety of administrative functions and serves on college-wide committees.
6. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge and application of organizational and time management principles
3. Skill in analyzing data and drawing conclusions
4. Skill in effective communication (both written and oral)
5. Skill in organization, coordination and management
6. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education, Mathematics, Computer Technology or a closely related field of study required.
- Up to One (1) year of related experience with data analysis and reporting.
- One (1) to Three (3) years of related experience preferred.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required