

Job Description

Position Title: Analyst 2, Research

Job Group: Institutional Research

Job Level Group: Professional Intermediate

FLSA Status: Exempt

Position Summary:

The Analyst 2, Research conducts research and completes projects for internal and external clients. Performs day-to-day management of research activities. Creates interactive reports. Evaluates, analyzes, and determines the most appropriate visualization tools to deliver reports in line with the clients' requirements.

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. Leads and completes research projects within allotted timelines and requirements.
2. Ensures research policies and procedures are met; data is consistent and accurate; and, reports and visualizations are suitable to the target audience and within parameters set by requesters.
3. Ensures programming and coding requirements are met and correct sources are used when retrieving data.
4. Checks data for accuracy and consistence. Confirms report meets research policy and procedures in compliance with laws and College regulations and policies.
5. Creates interactive reports to maximize the efficiency and use of data by various College areas.
6. Assists training of new analysts in the use of data sources, research methods, policies and procedures. Trains others in use of interactive reports.
7. Represents the college in external meetings and collaborates with colleagues at other institutions.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills & Abilities:

1. Knowledge of project management principles
2. Skill in analyzing data and drawing conclusions
3. Skill in organization, coordination and management
4. Skill in problem solving
5. Skill in project management principles, processes, and techniques
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; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

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.

- 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 Economics, Mathematics, Statistics in or a closely related field of study required.
 - One (1) to three (3) years of related experience with applicable computer programs required
 - One (1) to three (3) years of related experience with Research and Statistical Methodology required.
- 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 a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer

keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally 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