

## ***INSTITUTIONAL RESEARCH ASSOCIATE***

### **GENERAL STATEMENT:**

This is a full-time, twelve-month position responsible for maintaining information systems within the Office of Institutional Research to strengthen the College's institutional research capacity through data extraction, collection, and analysis to support the transformation of data into information for decision-making purposes.

### **REPORTS TO:**

Director of Institutional Research

### **OCCUPATIONAL GROUP:**

Paraprofessional

### **FLSA:**

Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree with a major emphasis in social science research, computer science, technology, or related field required. Ten (10) years of experience in lieu of degree accepted.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years of work experience required. Experience in a community college setting preferred. Experience in institutional research preferred.

#### **OTHER:**

Demonstrate proficiency in a wide range of computer software packages, such as word processing (MS Word), spreadsheets (MS Excel), database management (MS SQL Server), statistical packages (SPSS) reporting software (Microsoft Reporting Services), website design (Dreamweaver/Expressions), online surveying software, and OMR scanning software (Remark/Inquisite) preferred.

#### **DUTIES AND RESPONSIBILITIES:**

- Analyze data primarily involving the use of relational database and a variety of statistical software packages to accomplish these tasks.
- Assist with the design, development, implementation, and maintenance of information systems for the support of institutional research, including the institutional data warehouse, and the College Assessment Reporting Data System (CARDS).
- Design and produce data reports based on internal and external data requests on an ad-hoc basis.
- Obtain data and produce reports such as student demographic reports from a variety of data sources (electronic, OMR, or paper-based surveys; internal student information system; internal data warehouse) for dissemination to internal and external audiences.
- Design, coordinate and administer electronic and OMR surveys such as the Graduating Student Surveys and help coordinate the administration of a nationally benchmarked student satisfaction/engagement survey (CCSSE).
- Create other surveys as needed in a survey collection software tool such as Remark, monitor collection, and export results for analysis. Provide output results for appropriate audiences.
- Design & coordinate the paper versions of the Evaluation of Faculty at the TDCJ campuses.
- Organize, collect, & report data results from paper versions of the Evaluation of Faculty at the TDCJ campuses.
- Create and maintain a calendar of reoccurring internal and external data requests. Maintain a system for tracking progress, completion, and storage location of data requests.
- Maintain website for the Office of Institutional Research.
- Must effectively manage multiple projects, set priorities, and meet deadlines as well as function as a team member.
- Must be available for travel, both in and out-of-state, to attend appropriate professional meetings.

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- This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned to maintain operations and services.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- 10% travel for professional development.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions re security sensitive and require a criminal background check.*

*Approved: 0817/04*

*Revised: 2/21/12*

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