

SENIOR RESEARCH ANALYST

GENERAL STATEMENT:

This is a full-time, twelve-month position responsible for maintaining information systems within the Office of Institutional Research 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:

Master's degree in social science research, computer science, technology, or related field required.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two years experience in institutional research or related field required. Preferred experience in a community college setting.

OTHER:

Knowledge of the principles of performance measurement and the ability to critique the accuracy and presentation of statistical data preferred. Demonstrated ability to design, implement, analyze, and summarize complex research into coherent reports for utilization in decision making preferred. Knowledge of the general principles of developing and analyzing quantitative and qualitative surveys preferred. Knowledge of college management information systems preferred. Experience developing and maintain database applications preferred. Familiarity with planning and assessment in a higher education context preferred.

DUTIES AND RESPONSIBILITIES:

Primarily responsible for developing and maintaining information systems within the Office of Institutional Research supporting the transformation of data into information for decision-making purposes. Responsible for developing, maintaining, and modifying a data warehouse, the College Assessment Reporting Database (CARDS), and other systems as may be developed to support planning and institutional effectiveness activities. This is a technical-oriented position that involves all phases of information system development, implementation, and technical troubleshooting. This includes data migrations, system updates, training of appropriate personnel on system utilization, integration of systems with various institutional databases, building reports to respond to external and internal requests to support data-driven decision at Trinity Valley Community College. Responsibilities include:

- Provide internal and external stakeholders with timely information for research projects, program evaluation, grant writing, and trend analyses.
- Coordinate the design, development, implementation, and maintenance of information systems for the support of institutional research, including an institutional data warehouse and the College Assessment Reporting Data System (CARDS).
- Utilize MS SQL Server, along with other database software, to maintain, modify, and update the data warehouse.

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- Utilize Microsoft Reporting Services, SPSS, or other appropriate reporting software, to generate reports from a variety of data sources, including, but not limited to MS SQL Server 2005/2008, MS Access, the college admin computing system, and flat data files.
- Develop systematic documentation of all projects including data files and computer applications developed for institutional effectiveness initiatives.
- Perform analysis of data through a variety of software packages such as Microsoft Access, Excel, MS SQL Server, SPSS, and electronic survey administration software.
- Design and prepare statistical charts, tables, and graphs using SPSS, Excel, PowerPoint and other software applications.
- Coordinate institutional research efforts to conduct in-depth comparative and evaluative analyses including, but not limited to, student tracking, institutional reports, surveys, outcomes assessment measures and other College data analysis.
- Respond to ad-hoc requests for basic College information from internal and external entities.
- Assist in the preparation of mandatory reports to the US Department of Education (IPEDS), Texas Higher Education Coordinating Board, the Texas Legislative Budget Board, and the Texas Legislature, accrediting agencies, and other outside agencies and entities.
- Assist with data collection, compilation and submission of numerous external College marketing surveys (US News and World Report, Peterson’s College Board, etc).
- Work closely with academic units to collect and analyze student learning outcomes data.
- Assist in the maintenance of a viable institutional effectiveness plan and the assessment of outcomes related to institutional research.
- Manage updates to the college strategic plan and create annual strategic plan progress reports.
- Must effectively manage multiple projects, set priorities, and meet deadlines; and work independently as well as collaboratively.
- Must effectively function as a team member in developing and implementing institutional research and institutional effectiveness related projects.
- Must be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- Contribute to the effective team management of all relevant problems, issues and opportunities.
- This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties as assigned to maintain operations and services.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- 15% travel required, some overnight.

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 are security sensitive and require a criminal background check.

Approved: 06/13/06

Revised: 2/21/12