



# Trinity Valley Community College

## Job Description

### SR. Research and Assessment Analyst

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

This position is responsible for maintaining information systems within the Office of Institutional research to strengthen the College's institutional research capacity through assessment, data collection, and analysis that supports the transformation of data into information for decision-making purposes.

#### **REPORTS TO:**

Director of SPEA

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's degree in social science research, computer science, technology, or related field

##### **PREFERRED:**

Master's degree

##### **EXPERIENCE REQUIRED:**

Three (3) years of experience in a community college or higher education setting in a technical oriented position specifically related to community college institutional research, assessment, information systems, or related policies and procedures. Accreditation experience.

##### **PREFERRED:**

Five (5) years of experience

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |                                                    |                                      |
|----------------------------------------------------|--------------------------------------|
| • Typing/Data Entry                                | • Attention to detail                |
| • Computer software proficiency – Microsoft Office | • Basic Math                         |
| • Written and oral communication                   | • Time management                    |
| • Interpersonal and/or customer service skills     | • Federal regulations and directives |
| • Public speaking/Presenting                       | • Operational systems and procedures |
|                                                    | • Compliance law                     |
|                                                    | • Organization                       |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Collaborate with administrative departments to facilitate creating and assessing outcomes related to administrative support, facilities management, education support, and community/public service activities.
- Manage outcomes assessment research, including planning, coordinating, conducting, and reporting on assessment creation, implementation, and results.

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- Collect assessment data including collecting and storing student educational artifacts from identified classes according to the collection cycle.
- Collaborate with division chairs, campus curriculum directors and program coordinators to facilitate program and student learning outcome assessment.
- Provide training, guidance and feedback for continuous improvement of administrative outcomes and learning enhancement annual plans to administrators, faculty, and staff for state and accreditation assessment reporting.
- Provide data analysis to support the Strategic Plan and create summary reports.
- Provide data analysis to support the Quality Enhancement Plan (QEP) and create summary reports.
- Store and maintain artifacts from learning framework classes as provided by the QEP director.
- Assist with the principles of accreditation compliance.
- Analyze data primarily involving the use of relational database and a variety of software packages.
- Maintain historical files of statistical information.
- Conduct, monitor, and analyze research projects and data using statistical methods to analyze secondary data sets.
- Manage database construction, management and retrieval methods including maintaining, analyzing and assessing data from various sources/databases as well as generating reports using Power Bi, Excel, and other statistical or reporting software.
- 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.
- Use Microsoft Office applications (Word, Excel, Access, and PowerPoint) to manipulate data and create reports and presentations.
- Administer, create, and report on surveys.
- Respond to internal and external data requests.
- Create and maintain a calendar of reoccurring internal and external data requests and data feeds.
- Maintain a system for tracking progress, completion, and storage location of data requests.
- Sustain webpages for the Office of Institutional Research.
- Collect data and report on state licensure exams.
- Chair or serve on various campus committees, specifically those that deal with survey evaluation, student evaluation of faculty, strategic planning, accreditation, assessment, and others as necessary.
- Create and maintain processes related to job responsibilities.
- Develop and implement institutional research and institutional effectiveness related projects.
- Manage multiple projects, set priorities, and meet deadlines.
- Cross-train with other institutional research staff and carry out duties of other staff, as necessary.
- Serve as back-up to institutional research team members.
- Be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.
- Other duties as assigned by appropriate supervisory personnel.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |                           |
|-------------------------------------|---------------------------|
| • Standard office equipment         | • Multi-line phone system |
| • Personal computer and peripherals | • Copier                  |
| • Calculator                        | • Fax machine             |

##### PHYSICAL DEMANDS:

- Required: finger dexterity, grasping, talking, hearing, seeing, repetitive motions, computer work, sedentary work, and light work.

##### MENTAL DEMANDS:

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- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

**OTHER DEMANDS:**

None

*The above job description has been reviewed with the employee. It was 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*

*Approved: 7/18/01*

*Revised: 9/30/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1381
<b>DBM:</b>	C	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS CODE:</b>	15-2031	<b>Employment Status:</b>	Full-Time
<b>BLS SOC #:</b>	200	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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