

San Joaquin Valley College
Job Description

Job Title: Institutional Research Analyst
Department: Information Systems
Reports To: Director of Information Management
Classification: Full-time, Non-Exempt

Summary: Provides leadership and performs all necessary functions related to the collection, interpretation, and use of institutional data for planning, assessment, and decision making. Facilitates access to information maintained in the college's administrative/student information system to support college operations and monitor key institutional indicators, ensuring the integrity of data/information released in reports or studies, and providing data analysis, reporting, or research as needed to support institutional objectives.

Essential Duties and Responsibilities:

- Establishes, administers, and coordinates the college's institutional research activities including collecting, analyzing, interpreting, and reporting information on the characteristics of the college for use in decision making.
- Creates and presents dynamic reports and data sets, including descriptions of analytical methods used and narrative of findings
- Utilize accurate statistical procedures and sampling techniques to ensure high levels of confidence and reliability in all areas of reporting. Recommends changes to the report development team to improve the effectiveness of reports.
- Collect and interpret statistical data regarding enrollment, matriculation, assessment, evaluation, demographics, student outcomes, and other related strategic and operational measures.
- Coordinate with stakeholders and administer development and reporting of internal and external surveys
- Prepare reports for college personnel and state/federal agencies to fulfill compliance regulations and requirements. Monitors the overall integrity of data, complying with state and federal requirements.

NOTE: Employee may be asked to perform job-related tasks other than those specifically stated in this description. The duties and responsibilities are carried out in a manner that is consistent with the mission, values and operating principles of San Joaquin Valley College.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills -Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's degree (B.A.) in statistics, mathematics, economics or social/educational research from four-year accredited college or university; 3 - 5 years related research and or analysis experience and/or training; or equivalent combination of education and experience commensurate with the requirements of this position.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors; excellent interpersonal, analytical, and communication skills are critical

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access, and Outlook; have the ability to master proprietary software used in student and employee records and have the knowledge and ability to engineer and network proprietary software and equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate.