

## **SENIOR RESEARCH ANALYST**

### **GENERAL STATEMENT:**

This position is responsible for maintaining information systems within the Office of Institutional 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 Strategic Planning, Effectiveness, and Accreditation

### **OCCUPATIONAL GROUP:**

Professional

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree in social science research, computer science, technology, or related field preferred. A combination of three (3) years of experience and an associate degree may be considered in lieu of bachelor's degree.

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

None

#### **EXPERIENCE:**

Experience in a community college or higher education setting in a technical oriented position specifically related to community college institutional research, information systems, or related policies and procedures is preferred. Accreditation experience is preferred.

#### **OTHER:**

Demonstrate proficiency in a wide range of computer software packages, such as word processing (MS Word), spreadsheets (MS Excel), database management (MS Access and MS SQL Server), statistical packages (SPSS or PSPP) reporting software (Microsoft Reporting Services), website design (CMS), online surveying software, and OMR (Optical Mark Recognition) scanning software (Remark) preferred. Excellent written and verbal communication skills and human relation skills. Must be able to work independently on complex tasks with little direction.

### **DUTIES AND RESPONSIBILITIES:**

- Analyze data primarily involving the use of relational database and a variety of software packages.
- Maintain historical files of statistical information.
- Assist with the design, development, implementation, and maintenance of information systems for the support of assessment and institutional effectiveness for the college.
- Collaborate with administrative departments to create and assess outcomes related to administrative support, facilities management, education support, and community/public service activities.
- Conduct, monitor, and analyze research projects and data using statistical methods to analyze secondary data sets.
- Handle database construction, management and retrieval methods including maintaining, analyzing and assessing data from MS SQL Server and MS Access databases as well as generating reports using MS Report Builder, 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.
- Assist with survey creation and reporting.
- Assist with CCSSE survey administration every odd calendar year during the spring semester.

## **SENIOR RESEARCH ANALYST**

- Coordinate outcomes assessment research, including planning, coordinating, conducting, and reporting on assessment creation, implementation, and results.
- Collect data and artifacts from identified classes according to the collection cycle.
- Assist Division Chairs and Campus Curriculum Directors with assessment as needed.
- Write, edit, and summarize reports on research findings, specifically related to accreditation and assessment.
- Assist with responding to internal and external data requests.
- Develop and implement institutional research and institutional effectiveness related projects.
- 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.
- Maintain and create processes related to job responsibilities.
- Maintain website for the Office of Institutional Research.
- Assist with the compliance certification for SACSCOC.
- Manage multiple projects, set priorities, and meet deadlines as well as function as a team member. Cross-train with other institutional research staff and carry out duties of other staff, as necessary.
- Provide regular feedback, training and guidance to administrators, faculty, and staff completing administrative outcomes and student learning outcomes for assessment purposes for accreditation.
- Serve on various committees on campus, specifically those that deal with survey evaluation, student evaluation of faculty, strategic planning, accreditation, assessment, and others as necessary.
- Manage/track annual THECB/TASB policy updates and how they affect compliance.
- Facilitate and report on learning framework student focus groups at end of each semester.
- Support the QEP by analyzing data and creating a summary report for the assessment team, action team, and freshman orientation committee.
- Record committee minutes.
- Collect data and artifacts from learning framework classes throughout each semester (LEAPs).
- Serve as back-up to assessment and research analyst.
- Be available for travel, both in and out-of-state, to attend appropriate professional meetings.
- This job description shall include, but is not necessarily limited to, the above duties. This position may temporarily perform other duties as assigned to maintain operations and services in the Institutional Research Office.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- Must be able to travel as needed.

*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.*

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*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: 12/5/2016*