

ASSESSMENT & RESEARCH ANALYST

GENERAL STATEMENT:

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 to support the transformation of data into information for decision-making purposes.

REPORTS TO:

Coordinator of Institutional Research

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: *Non-Exempt*

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree preferred. Associates degree or five (5) years equivalent experience required. Degree or work experience should have a major emphasis in research, computer science, technology, business, or related field. Five (5) years of experience in lieu of degree accepted.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years of work experience required. Experience in a community college setting preferred. Experience in institutional research and higher education assessment 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) reporting software (Microsoft Reporting Services), website design (CMS), online surveying software, and OMR (Optical Mark Recognition) scanning software (Remark) preferred.

DUTIES AND RESPONSIBILITIES:

- Analyze data primarily involving the use of relational database and a variety of software packages.
- Oversee the maintenance of the College Fact Book (online).
- 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.
- Provide assistance and training to faculty and staff related to assessment measures required by the Texas Higher Education Coordinating Board Core Curriculum requirements, and SACSCOC Accreditation standards. Maintain an ongoing review process to promote continuous improvement in unit planning and assessment.
- 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.
- Handle scheduling of surveys and sending out all notifications.
- Assist Division Chairs with assessment as needed.
- Create, distribute, and track paper surveys.
- Assist with responding to internal and external data requests.
- 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.
- Manage multiple projects, set priorities, and meet deadlines as well as function as a team member. 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. May temporarily perform other duties assigned to maintain operations and services.

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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: 12/10/14

Revised: 12/17/14

JD606