Job Title: Research Analyst Senior  
Department: Institutional Research  
Grade: L  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Conducts research studies and prepares analytical reports on a variety of administrative and academic topics and completes requests for information and official reports from federal and state government and other agencies.

Characteristic Duties and Responsibilities:

1. Responsible for senior level operations, programming and interaction with college.
2. Assists with developing, administering and conducting research and evaluation studies; writes reports associated with these studies.
3. Organizes, compiles, analyzes and presents institutional data related to allocation of resources, staffing, and learning/program outcomes.
4. Analyzes data, writes reports, and prepares recommendations regarding program development, marketing, instruction, policy development, and strategic planning; provides data to planning agencies as requested.
5. Compiles relevant data to identify socioeconomic trends and patterns and their impact on the institution.
6. Prepares and delivers written and oral presentations summarizing research data, findings and recommendations.
7. Supervises and participates in the maintenance of databases and statistical analyses.
8. Assists in the development of programs/studies to respond to identified community needs.
9. Coordinates the collection of data from units/organizations; prepares summary reports.
10. May perform financial analysis tasks and manage budgets.
11. Works with other colleges on department or CFAR projects.
12. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. February 2013
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**Rating Relationships:**

**Direction Received:** Reports to Associate Vice President of Institutional Research

**Direction Given:** May have direct supervision of assigned staff

**Minimum Requirements:**

Master's Degree from a regionally accredited institution and two years of related experience

**Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of the practices of planning, research, and analysis
Knowledge of advanced research practices, methods and techniques
Knowledge of computer and research related software applications
Supervisory and/or leadership skills
Strong communication and presentation skills

**Working Conditions:**

Typical office environment

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