Skill Category: Professional  
Position (Employee) Class: 3N743 (E1)  
Grade: 16  
Date: 11/2014

Department: Institutional Research and Analysis (IRA)

Educational & Experience Requirement: Master’s degree with significant number of successfully completed semester credit hours in statistics. Must have demonstrable expertise in data manipulation or database programming, and at least one year of directly related work experience. Work experience must include manipulating (joining, merging, recoding, variable computation), statistically analyzing (descriptives, t-test, anova, correlation, logistic regression, multivariate regression, multiple analysis of variance) large, longitudinal data sets, and reporting with tables, graphs and interactive pivot tables. Competent use of Statistical Package for the Social Sciences (SPSS) or other statistical analysis software applications, and Structured Query Language (SQL) database queries is required. Evidence and demonstration of specified expertise is required. Experience authoring in Cognos Report Studio is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Supports high-stakes and high volume university reporting to internal and external entities. Coordinates acquisition, preparation and management of official, historical, longitudinal data pertaining to individual student, staff, and faculty demographics, background information, university experience and outcomes. Coordinates and conducts data analysis, interpretation, projection, and reporting of data and analytical results pertaining to workload, performance outcomes, university revenue, costs and resource use for university monitoring and for executive, government, and constituent decision making.

Supervision Given & Received: Works under general supervision provided by the Director of Institutional Research and Analysis (IRA). The successful candidate works independently and collaboratively with director and persons outside the IRA office, and also provides supervisory leadership and guidance to other analysts and Graduate Research Assistants.

Primary Responsibilities: Collects, compiles, edits and analyzes data from a variety of sources to develop and prepare statistical reports relating to numerous University functions and entities. Coordinates responses to surveys, report and analysis requests and to ad hoc inquiries received from local, system, state and federal agencies, from the University President, executives and department heads. Provides consultation on research and evaluation design, statistics, data computation and analysis, data definitions and related issues and seeks input from executives, administrators, faculty and external authorities. Provides leadership in troubleshooting university data problems, identifies areas of need and, proposes improvements in IRA Office procedures, data, and tools. Verifies data and computations using triangulation and proofreads reports. Represents the IRA Office in university and interagency meetings as needed. Performs other related duties as assigned

Other Specifications: Must be comfortable with highly detailed and repetitive tasks, interruptions, rapidly changing priorities and multi-tasking. must be able to independently identify and implement methodological and political approaches to work problems based on special knowledge or experience. Must be able to work accurately in multi-project, fast-paced, deadline-driven environment and able to independently extrapolate to new and unfamiliar projects. Requires effective skills in oral, written and interpersonal communication of details.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.