

# Sam Houston State University Human Resources

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## Staff Classification Description – Institutional Research Analyst I

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**Skill Category:** Tech/Para-Professional

**Position (Employee) Class:** 4N539 (N1)

**Grade:** 12

**Date:** 08/2016

**Department:** Institutional Research & Assessment (IRA)

**Educational & Experience Requirement:** Bachelor's degree required in Computer Science, Mathematics, Statistics, Management Information Systems or related field with substantive, successfully completed, statistics courses. One year of work experience in a data analysis or research position with at least basic knowledge of Statistical Package for the Social Science (SPSS) and Structured Query Language (SQL). Six months of experience performing all of the following operations may be substituted for one year of work experience: data preparation (database query, data cleaning, collation, computation, and documentation); data manipulation; statistical data analysis and interpretation; reporting with graphs and pivot tables. Experience working in a higher education environment, teaching or supervising, is helpful. Must demonstrate intermediate proficiency in Excel and basic proficiency in the use of SPSS (or SAS) and SQL. Higher educational attainment and training may substitute for work experience if it can produce demonstrable evidence of the required knowledge and abilities. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Supports the Office of Institutional Research & Analysis in maintaining the integrity of the university's official longitudinal data and reporting.

**Supervision Given & Received:** Works under general supervision provided by the Director of Institutional Research and Analysis (IRA) and the Senior Institutional Research Analyst and may assist with the supervision of undergraduate and graduate student assistants.

**Primary Responsibilities:** Collects, compiles, edits and analyzes data from a variety of sources to develop and prepare statistical reports related to various university functions. Performs collection, analysis, interpretation, and reporting of data on demographics, participation, workload, costs, revenue, and performance outcomes pertaining to student, staff, faculty, programs, departments, colleges and divisions. Prepares complex statistical reports including graphs, charts, and tables. Responds or coordinates responses to questionnaires and surveys received from local, state and federal agencies. Assists members of the university community in defining and developing data needs. Verifies data and computations and proofreads reports. Represents the Office of Institutional Research and Analysis in university and inter-agency meetings as needed. Performs other related duties as assigned.

**Other Specifications:** Knowledge of Statistical Package for the Social Science (SPSS) or other statistical computer application software is necessary, as is knowledge of spreadsheet, word processing, graphic and presentation software. Follows the established policies and procedures of the IRA Office and University and also be able to independently identify and implement approaches and solutions to projects and issues based upon training and experience. Specific experience using relational database software and structured query language is a plus. Must be comfortable with changing priorities. Must be able to work in a multi-project, fast-paced environment and meet concurrent deadlines. Must be able to work independently on repetitive as well as new and unfamiliar projects. Requires effective skills in oral, written, and interpersonal communication.

**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.**