

Sam Houston State University Human Resources

Staff Classification Description – Institutional Research Analyst II

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N540 (N1)
Grade: 14
Date: 08/2016

Department: Institutional Research & Assessment (IRA)

Educational & Experience Requirement: Bachelor's degree in Computer Science, Statistics, Management Information Systems, or a related field. Two years of experience working in a Computer Science, Management Information Systems (MIS), or a related field to include experience with data management tools such as Structured Query Language (SQL), Statistical Package for the Social Science (SPSS), Statistical Analysis system (SAS), or a related field. Experience with complex data sets including manipulating, merging, restructuring and analyzing large data sets. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Designs, develops, tests, and promotes Cognos reports, Perfect Forms, and ad hoc reports into production. Supports the strategic Institutional Effectiveness office goals to regularize the delivery of useful, relevant, accurate, and logically consistent data into the hands of university leaders, at all levels throughout the institution, as well as to external benefactors.

Supervision Given & Received: Works under minimum supervision from the Assistant Director for Institutional Research and may supervise undergraduate and graduate student assistants.

Primary Responsibilities: Develops standard reports in the Cognos data warehouse. Works cooperatively with Cognos function users to ensure results are verifiable and consistent with other data sources. Ensures timely and accurate submissions of external reporting and internal requests for data. Conducts data analysis and statistical analysis. Coordinates responses to surveys, report and analysis requests, and ad hoc inquiries received from internal and external entities by collecting, compiling, editing, and analyzing data from a variety of sources. Develops and employs analytical strategies to support ongoing research, decision making, and continuous improvement activities, and provides the management and oversight of the institution's external reporting compliance. Interprets and communicates analytical results in relation to clients' evaluation and research objectives. Identifies, locates, and extracts data from a Structured Query Language (SQL) database using queries and Statistical Package for the Social Science (SPSS) flat files. Provides assistance to clients with research and evaluation questions and problems. Provides presentations and written reports to clients. Oversees the design and implementation of data extraction, analyses, and reporting in response to internal and external client data requests and major reporting requirements. Provides assistance to Institutional Effectiveness (IE) clients with applied research and evaluation design advice to make the best use of IE/institutional data resources to improve their research and assessment. Interprets and communicates analytical results in relation to clients' evaluation and research objectives. Identifies variables with information requests and associates desired information with the most appropriate available sources of data. Handles data set manipulation, extraction, compilation and file merging. Oversees quantitative analysis of data, including statistical analysis, cross-validation, and verification of data. Interprets, documents, and reports analyses and findings. 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 Effectiveness in university and inter-agency meetings as needed. Supervises and trains undergraduate and graduate student assistants. Performs other related duties as assigned.

Other Specifications: Must have a demonstrated knowledge of Cognos or report design,

programming, database manipulation, statistics, research design, and quantitative research analyses. Intermediate knowledge of statistics (descriptive, correlation/regression, means testing, etc). Strong quantitative skills (arithmetic accuracy and skill at estimation). Strong analytical and critical thinking proficiency. Flexibility and creativity in problem solving. Attention to detail and numeric proofreading. Ability to self-motivate, work independently when necessary, but in a team when appropriate. Experience working in a higher education environment would be helpful. Knowledge of spreadsheet, word processing, and graphic and presentation software is a necessity. 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 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.