Job Title: Research Analyst

JOB SUMMARY

The Research Analyst is responsible for performing professional research and analytic work associated with the internal analysis of the college’s academic and administrative programs to determine overall institutional effectiveness.

MAJOR DUTIES

Assists in the development of data quality tests to improve the accuracy of the survey data collected;
Collects and evaluates statistical data or reports to identify agency/program performance trends;
Conducts research, studies and analyses that frequently have statewide impact;
Defines data requirements and gathers and validates information, applying judgment and statistical tests;
Publishes data, posts pertinent data to web sites, or creates related logs and records;
Serves as team leader and for project teams and task forces involved in programmatic and operational research initiatives;
Organizes and tabulates data using a variety of techniques including database software spreadsheets, statistical tables, charts and graphs;
Prepares models of problems for determination that relates constants and variables, restrictions, alternatives and their parameters;
Provides consultation and technical assistance on program issues;
Responds to routine and special requests for data;
Performs Environmental Scans for Strategic Planning;
Analyzes and disseminates data to federal and state agencies / entities along with schools in the TCSG;
Prepares reports, and makes recommendations or determinations based on analysis;
Evaluates data for quality and completeness;
Collects, compiles, and analyzes programmatic an operational data; investigates and documents underlying trends, irregularities and possible causes for changes in data.

COMPETENCIES

Knowledge of college and program-specific accreditation standards
Knowledge of strategic planning practices and procedures
Knowledge of institutional effectiveness assessment strategies
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
Ability to gather and analyze data through on-site reviews

**MINIMUM QUALIFICATIONS**

Associate’s degree *and* Three (3) years of related experience

*Note:* Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.