

## Senior Research Analyst

### Job Code 50012688

#### General Description

To support administrative data needs through cross-divisional coordination of data collection, management, assessment, cleansing, and dissemination. This includes serving as the IT representative working in collaboration with Technology Resources to create a Texas State data warehouse and releasing data through publications, surveys, studies, and State/Federal mandated reports.

#### Examples of Duties

Serve as the Texas Higher Education Coordinating Board Reporting Official.

Interprets THECB policy, makes University policy recommendations based on interpretation, requests all new programming and programming changes, checks the accuracy and integrity of data, submits all files and reviews all THECB edit checks for the THECB CB reports.

Reports the Legislative Budget Board Performance Measures to the LBB.

Coordinates the collection of measures from other offices on campus, calculates measures, checks data accuracy, enters all data into LBB web site and maintains all documentation for measure calculation.

Reports measures to PC.

Works with Technology Resources to develop and implement a Business/Data Warehouse for the University.

Identifies and explains all of IR's requirements for the warehouse, reviews data elements and troubleshoots any problems.

Produce publications presenting University data in written, tabular, and graphical form.

Each publications requires extracting and analyzing data from a variety of sources.

Reviews for and identifies errors/problems in the Texas State database and works with academic and administrative departments and Technology Resources to correct data errors and improve policies and procedures.

Responds to ad-hoc requests from cleans about the institution and its students.

Produces demographic maps for Enrollment Management and Admissions.

Serves as technical troubleshooter.

Assists IR staff with technical and hardware problems.

Pursues professional development through participating in Texas State and professional conferences.

Works with IR director to develop and improve policies and practices to enhance effectiveness of institutional research activities and functions.

### **Knowledge, Skills, and Abilities**

**Knowledge of:** Research methods; Texas States database and data elements and 1032 programming language; THECB reporting requirements; Texas State organization; financial and accounting documents; LLB Performance Measure reporting requirements; SPSS programming.

**Skill in:** Presentations; problem solving and decision making; technical writing; working as a team; establishing rapport with clients.

**Ability to:** Understand technical manuals; communicate effectively with clients; use various computer software.

### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

### **Other Requirements**