

Research Analyst

Job Code 00001199

General Description

Responsible for supporting institutional administration or unit program planning through the design, collection, management, assessment and dissemination of data and information through publications, surveys, studies, federal reporting and provision of information to internal and external agencies.

Examples of Duties

Design and administer surveys to collect and analyze data and produce reports.

Manage data files utilized for reporting purposes.

Extract and analyze data utilizing data management software to produce standard as well as internal and external ad hoc reports.

Respond to external surveys from local, state and federal agencies.

Manage and distribute University Policies and Procedures Statements.

Manage a web page for the dissemination of planning data and information.

Assist in division planning.

Perform PC and mainframe file management.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Basic and advanced statistics for data analysis; computer programming techniques for data management and manipulation utilizing system 1032; of Telnet and file transfer protocols; PC software for data manipulation, reports and graphs, WordPerfect, Harvard Graphics, and Quattro Pro; HTMC for posting of information on the World Wide Web; IBM PC's, DOS peripherals and troubleshooting techniques; spreadsheets and word processors for report generation; strategic planning principals; assessment techniques.

Skill in: Communicating with clients, team members and contacts for research and networking purposes; collaborating with office workers effectively; encouraging cooperation and collaborating; formally presenting results to clients in presentations and reports.

Ability to: Interpret instructions for survey completion; read memos e-mail, journals and other publications; proof read numbers and text; read manuals for computer related work; write reports on research studies; correspond with contacts via memo, letter or e-mail; to document processes for future utilization; utilize basic math and statistics for programming and data analysis purposes; prioritize work within given deadlines and handle ad hoc requests; communicate effectively with clients and staff; perform data entry programming and reporting; write planning and assessment documents.

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