

The University of Texas at San Antonio

Job Description

Job Title: Institutional Research Analyst I
Code: 19173
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Institutional Research
Reports To: Director, Office of Institutional Research

Summary

- Function: To provide support of institutional and unit program planning and policymaking through the design and execution of institutional research projects, analysis and reporting.
- Scope: Responsible for generating, gathering and analyzing data.

Duties

- Typical:
 1. Research, plan, evaluate, and finalize methodology to fulfill projects including conferring with clients to clarify the research project.
 2. Design, compile, and analyze data using analytical and statistical methods.
 3. Determines data requirements, data sources and data collection methods.
 4. Plan, coordinate, and complete publication of internal and external and statistical reports and surveys.
 5. Distribute and catalog electronic copies of annual statistical reports.
 6. Perform other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
Master's degree in Social Science Research, Economics, Educational Administration, Business Administration, Organizational Analysis, Information Science, or other research-oriented discipline.	N/A

Other Requirements

Required	Preferred
Strong verbal and written communication and analytical skills	Intermediate experience with Business Intelligence Tools and SQL.
Proficient with Statistical Software such as SPSS, SAS, STATA or R	
Proficient with SQL	
Proficient with Business Intelligence Tools	
Criminal Background Check (CBC).	

Experience

Required	Preferred
None Required	Two years in a research, analytical, or institutional planning position.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	N/A

Supervision

Received	Given
General supervision from immediate supervisor.	N/A

Accuracy

Proficiency in all phases of work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.