

The University of Texas at San Antonio

Job Description

Job Title: Senior Institutional Research Analyst
Code: 19178
Salary Grade: 63
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, management and execution of institutional research projects, analysis and reporting.
- Scope: Applies an advanced knowledge of research methodology in conducting difficult and complex institutional research studies.

Duties

- Typical:
 1. Oversee the design, execution, analysis and evaluation of research and reporting projects.
 2. Design research studies (including project scope, methodology, data sources, and analytical strategy) related to such matters as curricula, enrollment, retention, matriculation, staffing patterns, program review, student and faculty characteristics, and other related studies.
 3. Select, adapt, and apply appropriate research and statistical techniques to specific areas of study.
 4. Determines data requirements, data sources and data collection methods.
 5. Plan, coordinate, and complete publication of internal and external and statistical reports and surveys.
 6. Write technical reports to provide information, interpretation, and recommendations on research projects.
 7. Communicate complex research methodology and results in written and oral format in formal and informal presentations.
 8. Distributes and catalogs electronic copies of annual statistical reports.
 9. Perform other duties as assigned.
- Periodic:
 1. Presents work-product at professional meetings.

Education

Required	Preferred
Doctorate from an accredited university with a specialization in Applied Statistics, Social Science Research, Economics, Information Science, or other research-oriented specialization.	N/A

Other Requirements

Required	Preferred
Strong verbal, written communication and analytical skills	Experience with Business Intelligence Tools (Crystal Reports and Tableau) and SQL
Proficient in SPSS or SAS	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years experience in a research, analytical, or institutional planning position.	Four years experience 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 review for efficiency and effectiveness.	May directly or indirectly supervise Institutional Research Analysts and support staff.

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.