Institutional Research Analyst Career Ladder Matrix

	Institutional Research Analyst Family		
Job Title	**Institutional Research Analyst I**	**Institutional Research Analyst II**	**Institutional Research Analyst III**
Job Code	**MB0120**	**MB0121**	**MB0122**
Pay Grade	43	44	46
Position Summary	Under the general direction of the Sr. Director, Research & Evaluation or designee, the Institutional Research Analyst I will collaborate on the design of research and conduct statistical analyses related to a wide-range of academic and institutional research data tasks and projects. The Institutional Research Analyst I will report findings and provide information to academic leadership regarding results and outcomes.	Under the general direction of the Sr. Director, Research & Evaluation or designee, the Institutional Research Analyst I will collaborate on the design of research and conduct statistical analyses related to a wide-range of academic and institutional research data tasks and projects. The Institutional Research Analyst I will report findings and provide information to academic leadership regarding results and outcomes.	Under the general direction of the Sr. Director, Research & Evaluation or designee, the Institutional Research Analyst I will collaborate on the design of research and conduct statistical analyses related to a wide-range of academic and institutional research data tasks and projects. The Institutional Research Analyst I will report findings and provide information to academic leadership regarding results and outcomes.
Essential Functions /Scope	* Assist with the design, collection and analysis of academic datasets for surveys and evaluations to ensure effective program evaluation and academic/medical education research * Transfer data from databases to analytic datasets using data transfer software * Participate in project meetings related to research, evaluation and performance assessment data collection and analysis * Participate in the gathering, maintenance, compilation, analysis and reporting on institutional data * Gather and analyze similar data for peer and other external institutions for comparative and benchmark analyses * Interact with academic faculty, professionals, and staff to ensure development of psychometrically sound survey and evaluations * Produces written presentations for campus and University administration and external agencies * Assist with design and implementation of data management and quality control procedures including creation of technical manuals to support cross-training within department	* Design, collect and analyze academic datasets connected to surveys and evaluations to ensure effective program evaluation and academic/medical education research * Supervise data entry, storage and retrieval of data * Lead components of larger initiatives and/or manage clearly defined projects related to research, evaluation, performance assessment, data collection and analysis * Develop and produce written presentations for campus and University administration and external agencies * Responsible for the gathering, maintenance, compilation, analysis and reporting on institutional data * Interact with academic faculty, professionals and staff to insure work remains aligned with project goals * Design and implement data management and quality control procedures, including technical manuals to support cross-training within department	* Lead the design, collection and analysis of academic datasets connected to surveys and evaluations to ensure effective program evaluation and academic/medical education research * Develop models for analysis of historical trends and projection of future trends * Independently Conduct in-depth statistical analyses of project data * Interact with executive leadership, academic faculty, professionals and staff to determine project goals and needs; review outcomes and develop reports to ensure all projects are fully and successfully completed * Schedule, plan, coordinate and review project activities related to institutional research and academic data * Lead the design and implementation of data management and quality control procedures, including technical manuals to support cross-training within department * Lead knowledge transfer via cross-training within department * Serve as a resource to other members of the department, including training, mentoring and quality control
Required Qualifications	Bachelor's degree in Business Administration, Psychology, Statistics, or other quantitative science 1-3 years of experience in research/data analysis Experience using statistical software, such as: SPSS, SAS, or other statistical application Demonstrated ability to collaborate in academic/medical education research	Bachelor's degree in Business Administration, Psychology, Statistics, or other quantitative science 3-5 years of experience in research data/analysis Experience using statistical software, such as: SPSS, SAS, or other statistical application Demonstrated ability to collaborate in academic/medical education research	Master's degree in Business Administration, Psychology, Statistics, or other quantitative science 3-5 years of experience in research data/analysis Demonstrated ability to write complex academic reports and other technical documents including summary information, as well as high-level interpretations and conclusions Demonstrated experience leading small teams
FLSA Status	Exempt	Exempt	Exempt
Promotional Process	Requisition or in-family promotion from Research Data Specialist	Requisition or in-family promotion from Institutional Research Analyst I	Requisition or in-family promotion from Institutional Research Analyst II