

A. Information:

Position Title:	Research Analyst
Position #:	IRES95
Category:	Research Analyst (new)
Derived From:	Research Assistant
Instruction/Support Area:	Institutional Research
Division/Department:	Institutional Research
Reports to:	Director, Institutional Research
Positions Supervised:	None
Affiliation:	CUPE, Local 15 – VMECW
Pay Grade:	25
Date Prepared:	April 8, 2010

B. Position Summary:

The Research Analyst plays an integral role in the quantitative and qualitative analysis of data and information in conducting institutional research for the College. This position is responsible for monitoring and maintaining specialized databases, developing procedures for the efficient use of departmental systems, providing analytical support for effective information use to various administrative areas related to strategic planning, accountability reporting, and strategic enrolment management. Formulates conclusions based on analytical results and provides policy alternatives to assist Senior Management in making policy decisions.

C. Functions and Duties:
1. Provides institutional research for the College including performing research, collecting data, and qualitative/quantitative analysis (70%):
Standard Reports:

- Responsible for analyzing data such as graduate placement, attrition, enrolments, profiles, student markets, comparative costs, and environmental scans. Identifies for the College significant issues arising from data analyses or surveys, such as detecting and/or identifying significant trends in enrolments, issues and trends in student evaluation that will have potential impact on the College's enrolments, reputation, and services.
- Extracts and validates data to meet the reporting requirements of the College both internally and externally.
- Designs and prepares a variety of statistical procedures, tables and reports, including identifying the methodologies for obtaining information, setting up report display, and ensuring accuracy.
- Uses sophisticated spreadsheet, data base and statistical procedures to analyze and report data.
- Performs data validation, maintenance and reporting for the institutional data warehouse.
- Liaises with internal committees, departments, students, external agencies, other educational institutions, and Ministry representatives.

- Prepares statistical reports and data submissions as required by the Ministry of Advanced Education, Statistics Canada, and other external agencies.
- Manages annual student follow-up research and extracts relevant data.
- Analyzes data integrity and liaises with Information & Computer Services and other operating departments to resolve related data deficiencies and conflicts where they arise.
- Identifies and applies appropriate statistical concepts and procedures to various research projects.
- Compiles and produces the Ministry mandated Accountability Plan and Report.
- Establishes and maintains a constructive information-sharing relationship and ongoing communication with college personnel to maintain the institutional data warehouse and to develop research projects.
- Identifies and interpret ambiguous information and data, and resolves these ambiguities through follow-up, forecasting, data manipulation, and estimation where appropriate.

College Surveys:

- Designs and conducts research projects and undertakes project management.
- Administers internal and external data collection instruments including designing surveys (printed & on-line); develops survey instruments into scan-able formats according to Institutional Research policies, procedures, and practices.
- Develops, edits and validates surveys, scans completed surveys, codes responses, keys in data, prints and compiles surveys.
- Designs, administers, and processes College surveys, tests for data integrity, analyzes results, report and presents findings using descriptive and inferential statistics.

Other Research:

- Participates in the development of research proposals.
- Conducts complex research and ad hoc projects requested either from senior management or from the Division Chairs or faculty.
- Must maintain current knowledge in Institutional Research trends and developments, as well as maintaining current knowledge in technology and research methods.

2. Provides statistical research and support to other departments at the College, other post-secondary institutions, government, and external agencies (20%):

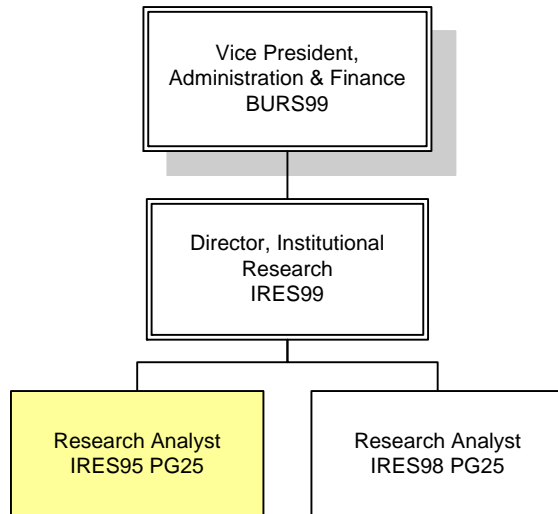
- Provides statistical support and other resource support for institutional evaluation processes at the College.
- Participates on College-wide, departmental or external project teams, as required by the Director, Institutional Research.
- Produces reports to inform senior management in decision making.
- Responds to internal and external ad hoc requests for institutional information and data analyses.
- Reads and synthesizes a variety of external reports or publications written by government, other post-secondary institutions, and other external agencies for review by the President and other senior management, as required.

3. Provides clerical support to the Department (5%):

- Maintains and updates the Institutional Research Web page.
- Forecasts and prioritizes office workloads and maintains work schedules.
- Supervises student worker or auxiliary staff as needed.
- Assists with proofreading and editing of spreadsheets and reports as required by the Director, Institutional Research.

4. Performs other related duties/projects as required by the Director, Institutional Research (5%).

D. Organization Chart



E. Qualifications Required:

Education, Training & Experience

- Completion of a Bachelor's Degree in one of the quantitative or social sciences or equivalent subject areas which include subjects such as inferential statistics, research methodology, computer programming and database management courses.
- Three years of related experience in designing and conducting social science research and statistical analyses is essential, preferably in an educational environment.
- An equivalent combination of education and experience will be considered.
- Advanced level in SPSS or SAS, including ability to write scripts.
- Advanced skill in Microsoft Access, Excel, Word or equivalent software is required.
- Advanced knowledge of statistical methods and analysis, survey design and analysis, relational database, and educational evaluation and assessment.
- Knowledge of Institutional Research and of post-secondary programs and services.
- Experience with web authoring software, i.e. Dreamweaver.
- Writing Oracle SQL scripts is also required.

Skills & Abilities

- Ability to communicate effectively in English, both verbally and written.
- Ability to write concisely, clearly, with correct spelling and grammar, including technical writing ability and ability to write and summarize reports.
- Ability to extract, manipulate and analyze complex data.
- Ability to work under pressure, and ability to prioritize, multi-task, and manage multiple complex projects in a fast-paced work environment.
- Ability to compile and generate a variety of reports incorporating research techniques using primary and secondary resources.
- Effective analytical, organizational and project management skills.
- Ability to pay attention to detail and detect data errors.
- Ability to upgrade training and skills as technologies and applications develop.
- Ability to work independently and as a member of a team—working harmoniously with others.
- Ability to effectively work with, and provide information and assistance to the public, staff, senior management, and students in a tactful and helpful manner.

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- Ability to use technology and problem-solving skills to provide information needed in decision making, with accuracy and in a timely fashion.
- Ability to establish and maintain effective working relationships with other employees, students, the general public, external agencies, and the external community in order to gather, and communicate appropriate information about institutional research.
- Ability to explain technical information and concepts about institutional research to non-technical users in oral and written forms.
- Ability to exercise tact, judgement, and diplomacy.
- Ability to maintain a degree high of confidentiality.
- Project management skills – ability to manage a variety of concurrent projects with minimal supervision; problem solving and decision making skills.

F. Supervisor's Approval:

I agree that the above accurately describes the duties and responsibilities of this position.

Signature: _____ Date: _____
(Supervisor/Administrator of position)

G. Human Resources Approval:

Signature: _____ Date: _____
(Human Resources Consultant)

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