
Job Title	Institutional Research Analyst
PVN ID	BM-2106-004087
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Institutional Effectiveness and Analytic
Status	Full Time
Annual Salary	\$50,238.00 - \$86,865.00
Hour(s) a Week	35
Closing Date	Aug 30, 2021 (Or Until Filled)

General Description

- Develop relevant, timely and accurate institutional information to administrators, the college community, the external community, and external agencies
- Define and implementing research studies, designing and conducting data analyses, and analyzing and interpreting results
- Participate in college-wide strategic planning, institutional effectiveness and outcomes assessment tasks
- Respond to seasonal and ad-hoc data requests from college constituencies
- Provide data reporting support for various grants at the institution
- Manage surveys, questionnaires and other data-gathering instruments administered by the Office (e.g., Graduate Survey, Student Evaluation of Courses, etc.)
- Work with a variety of reporting tools to extract data from PeopleSoft/Oracle systems
- Maintain and enhance longitudinal data on student progress and momentum
- Design and utilize statistical analyses or predictive models to support the College's commitment to improving student success
- Develop annual production of reports and dashboards
- Present institutional research data to various groups and meetings
- Participate in professional development activities to stay current in the fields of institutional effectiveness, institutional research, and predictive analytics
- Support the Dean of Institutional Effectiveness and Strategic Planning and Director of Institutional Research in meeting the unit mission and goals related to data analytics

Other Duties

- Work with institutional research data systems and other resources
- Maintains standard management of institutional data for internal and external reporting
- Support development of procedures to provide analytical support for programs and initiatives

- Aid development of institutional surveys and related reports
- Performs related duties as assigned.

Qualifications

- Bachelor's degree and minimum of four years' experience in higher education or a related field
- Strong communication skills with the ability to present and describe data to a diverse group of stakeholders
- Experience with data management, extraction, processing, and summarization of both structured and unstructured datasets
- Experience employing applied statistics or predictive models
- Experience with a statistical or data analytics software (e.g., SPSS, R, Python, etc.)
- Experience with business intelligence reporting tools and relational databases
- Significant knowledge of Microsoft Office (including Word, Excel, and Power Point)
- Detail oriented and an ability to work independently at times
- Knowledge of research methods
- Knowledge of survey design and survey reporting

PREFERRED QUALIFICATIONS:

- Master's degree or higher preferred
- Experience with a data visualization software (e.g., Tableau, R Shiny, etc.)
- Familiarity with qualitative data analysis