Job Title	Institutional Research Analyst
PVN ID	BM-2205-004767
Category	Clerical/Office Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Institutional Effectiveness and Analytic
Status	Full Time
Annual Salary	$54,071.00 - $69,071.00
Hour(s) a Week	35
Closing Date	Sep 06, 2022 (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 two years of experience, or a Master's degree
- Degree in social science, computer information science, or related field.
- Experience with a statistical software (e.g., SPSS, R, etc.).
- Significant knowledge of Microsoft Office (including Word, Excel, and Power Point)
- Strong communication skills with the ability to present and describe data
- Detail oriented and an ability to work independently at times

PERFERRED QUALIFICATIONS:

- Completed coursework in research methodology
- Familiarity with qualitative data analysis
- Familiarity with predictive modeling