

RESEARCH ANALYST (COMMUNITY COLLEGE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for developing comprehensive statistical information for the College's Office of Institutional Research and Planning. This includes the collection, analysis, evaluation, interpretation, and reporting of data, using automated information systems such as ACCESS, EXCEL, Unix Editor and Power Point to manipulate raw data, to prepare reports for submission to college administrators, the State University of New York, the federal government, accrediting institutions, and other professional agencies. The incumbent also prioritizes work for the office and assists the administration, faculty and other college staff members in designing, gathering, editing and summarizing data. Supervision may be exercised over a small number of staff and/or students assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Uses automated information systems to produce statistical reports for every division of the college; leads and guides the Research Assistant – Community College in performing similar activities;

Works collaboratively with other departments in the college to support the ongoing development of data collection systems for the review of academic and non-academic programs and the assessment of education and institutional effectiveness;

Supervises and participates in writing supporting documentation (macros) to define specific data fields required to produce a variety of statistical results;

Selects the appropriate methods to follow in validating, analyzing and evaluating data, considering the character and sources of data and the statistical tools to be used;

Works with college staff and management to develop specifications for the creation of new statistical reports and research projects;

Establishes timetables for the reporting of data, and supervises the design of data reporting forms to ensure consistency;

Provides support in the development and implementation of strategic planning and benchmark initiatives;

Produces statistical reports from surveys conducted on students, faculty and graduates, and prepares reports illustrating various trends found as a result of these surveys to assist College administrators in areas such as student recruitment, demographics and student retention;

Responds to surveys and requests for vital statistical information from the SUNY system, the government, the Middle States Association, New York State Department of Education and other professional organizations;

Develops and monitors statistical controls to ensure the accuracy of all data;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Supervises and participates in special studies concerning student enrollment, student attendance, space and facility utilization, inventory, annual reports, and other data as required;

Prepares reports for the College administration on information gathered from these studies, and recommends courses of action regarding the reporting of information;

Attends professional conferences to keep abreast of new developments in the field of higher education, as well as on information systems as they apply to statistical reporting;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques used in conducting statistical research, including the use of automated information systems; good knowledge of research methodologies; good knowledge of data collection techniques; ability to gather and collect statistical data and draw logical conclusions; ability to coordinate and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to speak, read, write, understand and communicate sufficiently in English to perform the essential duties of the position; ability to design statistical tables, produce graphs and charts, and interpret reporting procedures; ability to establish and maintain effective working relationships; ability to prioritize projects and meet deadlines; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; thoroughness; accuracy; resourcefulness; initiative; good judgment; tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years experience (pre or post-Bachelor's Degree) where the primary function of the position was the performance of complex statistical research studies and analyses using automated information systems.

SUBSTITUTIONS: A Master's Degree* in Statistics, Public Administration, Business Administration, or Economics may be substituted for one year of the required experience.

NOTE: Unless otherwise noted, only experience attained after the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C2981
Job Group: XII