



Date of Board Meeting: 07/19/2022

Subject: Approve the reorganization of the Institutional Research Office to better attend to the data and reporting needs of the institution.

Recommendation: Approve the reorganization of the Institutional Research Office to better serve the data and reporting needs of the institution. This reorganization would consist of revising the State Reporting Specialist position to serve in the capacity of a Research Analyst. In addition, the Senior Research Analyst position will be revised to include oversight of state reporting.

Background and Rationale: Following a comprehensive review of the current roles, responsibilities, and expectations of the Office of Institutional Research, it was determined that the duties of the State Reporting Specialist should be modified to that of a Research Analyst. The state reporting duties will be incorporated into both the Senior Research Analyst and Research Analyst positions, with main oversight and certification by the Director of Institutional Research. This reorganization will allow for increased cross-training among the staff within the office, thereby enhancing institutional knowledge and capacity. Moreover, the proposed change will allow for increased diversification of responsibilities at the Research Analyst level.

Cost and Budgetary Support: \$0

Strategic Priority Alignment: Student Success Community Impact
 Resource Optimization Institutional Excellence

Resource Person(s):

Tessa Mathews, Director of Institutional Research

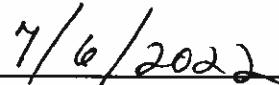
Amanda A. Allen, Vice President of Strategy, Enrollment Management, and Technology

Signatures:



Originator


Cabinet-Level Supervisor

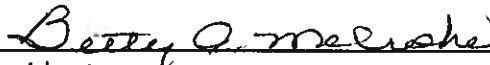


Date



Date

President's Approval:



President



Date



JOB DESCRIPTION

Human Resources Department

JOB TITLE: Senior Research Analyst	FLSA: Exempt GRADE: AA – 1 NBAPOSN: CRD019
LOCATION: Administration Building, Room 210, Wharton Campus	EFFECTIVE DATE: July 19, 2022 REVISION DATE: July 5, 2022
REPORTS TO: Director of Institutional Research	

PURPOSE AND SCOPE:

The Senior Research Analyst will be responsible for internal research projects and external surveys, including official college responses to IPEDS, College Board, Texas Higher Education Coordinating Board (THECB), and other agencies that collect data for public relations and other purposes. This position will support the Institutional Research office with data analysis, data management, and data warehouse support and administration.

ESSENTIAL JOB FUNCTIONS:

1. This position assists in conducting various types of research, analyzing various types of data, and producing reports to support effective decision-making and policy formation.
2. This position uses Oracle tools and other software to get data from the MIS system, and produce accurate, well-formatted reports.
3. This position assists in analyzing data integrity issues and effectively communicates to the Director of Institutional Research on discrepancies leading to established data integrity standard.
4. This position extracts and analyses data using various software packages including, but not limited to, Microsoft Access, Microsoft Excel, SPSS, PL/SQL, and other tools as needed.
5. This position produces and maintains survey instruments, including scan-able forms and web surveys using Class Climate and other appropriate software.
6. This position converts complex data and overall findings into user friendly tables, graphs, and reports for use by administrators, faculty, staff, and others as needed.
7. This position assists in completion of College Board Survey, and other educational surveys.

8. This position creates, updates, and maintains technical documentation of projects and reports, customized file specifications, and report inventories.
9. This position assists in the data gathering, preparation, and submission of IPEDS, SACS Institutional Profile, THECB, and other reports required by state and federal agencies.
10. This position assists in producing all semester, quarter, and annual reports to the THECB and retrieves and analyses edit reports received from the THECB and communicates findings to the appropriate administrative or instructional area for clarity and maintaining accuracy.
11. This position maintains and updates IR Intranet and Internet pages.
12. This position creates and maintains a calendar of project deadlines, meetings, and other such events.
13. This position maintains files for the Institutional Research Office and performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires Bachelor's Degree in computer information systems or an equivalent eight years of work experience in programming or an equivalent combination of education and work experience is required. Educational or work experience with relational databases such as Oracle SQL/PLSQL or Microsoft Access is required, along with advanced skills using MS Excel. This position requires experience with statistical software such as SPSS or SAS. This position requires knowledge of institutional reporting requirements, preferably in a higher education context. The incumbent in this position must be skilled in proofreading, demonstrate superior clerical and computer data-entry skills. A criminal background check is required.

SUPERVISION OF OTHERS:

This position does not have supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The Senior Research Analyst is responsible and accountable to the Director of Institutional Research for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

The external contacts of this position are with local and state agencies.

The internal contacts of this position are with this position’s supervisor and on occasion, other administrators, faculty and staff.

COMPLEXITY/EFFORT:

This position requires a strong ability to present findings in written and graphic form, ability to meet reasonable deadlines, effective written and verbal communication skills with a strong commitment to service. This position requires the ability to work independently as well as collaboratively with others. The position involves the ability to maintain confidential information with a demonstrated commitment to the mission of a comprehensive community college. This position requires excellent communications skills, interpersonal skills, and the ability to work on collegial teams. The incumbent in this position must be detail oriented, have the ability to handle emergency situations as they arise in the office, have the ability to work on a number of projects simultaneously and prioritize workloads. This position requires the incumbent to have the ability to read and interpret departmental policies, procedures, and instructions; have the ability to hear and understand oral instructions from supervisor; have sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer; and have the ability to operate equipment in office.

WORKING CONDITIONS:

Work performed by this position is primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Infrequent travel and occasional use of a personal vehicle is required. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc. may be required.

LAST MODIFIED: March 5, 2019

Employee’s Signature

Date

Supervisor's Signature

Date

Initials



JOB DESCRIPTION
Human Resources Department

JOB TITLE: Research Analyst	FLSA: Non-Exempt GRADE: P-15
LOCATION: Administration Building, Room 210, Wharton Campus	EFFECTIVE DATE: July 19, 2022 REVISION DATE: July 6, 2022
REPORTS TO: Director of Institutional Research	

PURPOSE AND SCOPE:

The Research Analyst organizes, formats, and prepares a wide range of spreadsheets, graphs, and research projects in the Office of Institutional Research. The position also conducts and reports institutional surveys, evaluations, assessments, and Texas Higher Education Coordinating Board (THECB) CBM data files. In addition, the position assists in gathering information, maintaining files and documentation of research, tracking progress of projects, and maintaining a calendar of meetings and deadlines.

ESSENTIAL JOB FUNCTIONS:

1. This position prepares reports to be used in decision-making by department heads, division chairs, administration, and other faculty and staff.
2. This position assists in analyzing data integrity issues and effectively communicates to the Director of Institutional Research on discrepancies leading to established data integrity standard.
3. This position uses ODBC compliant software to obtain extracts or links from the MIS system to a PC and incorporates the data into Excel spreadsheets or Access databases. This position is responsible for creating queries, reports, forms, and pivot tables using the linked or extracted data.
4. This position produces and maintains survey instruments, including scan-able forms and web surveys using Class Climate and other appropriate software.
5. This position accesses data directly from Banner (MIS System) as needed.

6. This position prepares reports in Microsoft Office Suite including tables and documents linked with spreadsheets, charts, pivot tables, and graphs.
7. This position assists in the data gathering, preparation, and submission of IPEDS, SACSCOC Institutional Profile, THECB CBM data files and other reports required by state and federal agencies.
8. This position maintains and updates IR Intranet and Internet pages.
9. This position assists in creating and maintaining detailed electronic documentation of projects and reports and maintains a calendar of project deadlines, meetings, and other such events.
10. This position performs data entry of surveys and other data as required.
11. This position maintains files for the Institutional Research Office and performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an Associate's Degree in Computer Science or related field; or 60 college credit hours in Computer Science or related field; or combination of equivalent related work experience and related college credit hours. A minimum of two (2) years current related office work experience is also required. This position requires experience preparing formal reports using a PC- windows-based word processor, spreadsheet, database management system, and presentation software. The position requires experience with a relational database such as Oracle and advanced skills using MS Access and MS Excel. This position requires knowledge of HTML and experience with statistical software such as SPSS or SAS. This position requires knowledge of institutional reporting requirements, preferably in a higher education context. The incumbent in this position must be skilled in proofreading, demonstrate superior clerical and computer data-entry skills. A criminal background check is required.

SUPERVISION OF OTHERS

This position does not have supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED

The Research Analyst is responsible and accountable to the Director of Institutional Research for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

The *internal contacts* of this position are with this position's supervisor and on occasion, other administrators, faculty and staff.

COMPLEXITY/EFFORT:

This position requires a strong ability to present findings in written and graphic form, ability to meet reasonable deadlines, effective written and verbal communication skills with a strong commitment to service. This position requires the ability to work independently as well as collaboratively with others. The position involves ability to maintain confidential information with a demonstrated commitment to the mission of a comprehensive community college. This position requires excellent communications skills, interpersonal skills, and the ability to work on collegial teams. The incumbent in this position must be detail oriented, have the ability to handle emergency situations as they arise in the office, have the ability to work on a number of projects simultaneously and prioritize workloads. This position requires the incumbent to have the ability to read and interpret departmental policies, procedures, and instructions; have the ability to hear and understand oral instructions from supervisor; have sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer; and have the ability to operate equipment in office.

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LAST MODIFIED: July 5, 2022

Employee's Signature

Date

Supervisor's Signature

Date

Initials