



Wharton County Junior College

Proposed Agenda Item Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: 03/19/2019

Date of this Proposal: 03/05/2019

SUBJECT: Approve the reorganization of the Office of Institutional Research to better attend to the data needs for the institution.

RECOMMENDATION: Approve the reorganization of the Office of Institutional Research to better serve the data and assessment needs of the institution. This reorganization would consist of the upgrade of the current IR Research Specialist position to a Senior Research Analyst position.

BACKGROUND/RATIONALE: Following a comprehensive review of the current roles, responsibilities, and expectations of the Office of Institutional Research, it was determined that, in order to sufficiently meet the data needs of the institution, the current Research Specialist position should be upgraded to that of a Senior Research Analyst. Primary need within the division relates to the integration of additional programming duties, the designation of an institutional IPEDS administrator, and the development of technical reports and dashboards for the various units, departments, and divisions within the college. These are tasks which require an expanded set of skills and responsibilities beyond that of a Specialist.

Estimated Cost and Budgetary Support (how will this be paid for?): \$25,477
Transferred from the VPPIE salaries budget (previously designated for an administrative assistant for the VPPIE).

RESOURCE PERSON(S) [name(s) and title(s)]:
Amanda A. Allen, Vice President of Planning and Institutional Effectiveness

SIGNATURES:

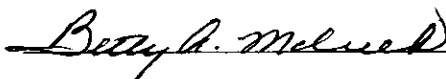

Originator

03/06/19
Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:



3-7-19



**Wharton County
Junior College**

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: March 5, 2019 REVISION DATE: March 5, 2019
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, 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, ZogoTech, 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.

Initials

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, and other reports required by state and federal agencies.
10. This position maintains and updates IR Intranet and Internet pages.
11. This position creates and maintains a calendar of project deadlines, meetings, and other such events.
12. 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

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