

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Institutional Research Analyst	<b>Classification:</b> EXEMPT	<b>LOCATION:</b> Work Designation: Remote
<b>MANAGER/REPORTS TO:</b> Director of Institutional Effectiveness	<b>OVERTIME ELIGIBLE:</b> YES      NO x	<b># OF DIRECT REPORTS:</b> 0

**GENERAL STATEMENT OF RESPONSIBILITIES:** The Institutional Analyst (IR) supports College-level strategic planning and decision-making processes through the collection, analysis, and dissemination of information regarding the description and effectiveness of the College or any of its major organizational functions. The IR Analyst reports to the Director of Institutional Effectiveness and advises other senior College leaders regarding national and regional trends and practices in higher education. Collaborating with other departments within the College, the IR Analyst also develops and executes initiatives that support strategic planning and other data-driven activities at the College. The IR Analyst is expected to perform the following duties with little supervision and minimal technical and administrative support.

### ESSENTIAL FUNCTIONS:

#### Standard Expectations:

1. Extract, transform, analyze, and summarize data using various statistical or business intelligence tools (e.g., SAS, R, SQL, Snowflake, Power BI, and Tableau).
2. Design and develop dashboards that effectively summarize information and communicate trends or patterns.
3. Build and administer online surveys using the college's approved survey platforms.
4. Provide support in the identification, integration, and preparation of large volumes of data.
5. Understand functional areas' business requirements and translate them into technical specifications and user-friendly reports and dashboards.
6. Analyze complex data structures, synthesize the findings, and present them to technical and non-technical audiences.
7. Assist in developing research, evaluation methodology, and metrics based on needs or business requirements of functional areas.
8. Assist in various data literacy training for the college.
9. Maintain proper documentation for office procedures and projects.
10. Ensure the ethical use and dissemination of data from, and within, the college.
11. Perform other duties as assigned

***The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.***

**Standard Competencies:**

COMPETENCIES	DESCRIPTION	PROFICIENCY
Data	Ability to pay detailed attention to data. Ability to work with large data sets stored in the cloud.	Advanced
Analytic	Ability to conduct quantitative and qualitative research; Ability to apply analytical skills and use statistical packages (such as SAS, SPSS, R) to analyze institutional data. Strong analytical thinking and problem-solving skills to manage complex information, assess problems, and develop effective solutions.	Intermediate
Reporting	Design and execute database queries from relational databases such as Informix, Microsoft SQL, Oracle, or MySQL.	Intermediate
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff, and the general public. Ability to present data or results ethically, accurately and concisely in written, oral, and graphic formats to a variety of audiences.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Intermediate
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Basic
Confidentiality	Ability to maintain confidentiality and integrity of data and information during the performance of duties.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected) and speak and give directions.	Basic

**MINIMUM QUALIFICATIONS:**

- Associate of Arts or Associate in Applied Science degree in social science or statistics or related fields.
- Three years of experience working in higher education in the area of institutional research or an equivalent combination of education, training, and experience sufficient to perform the essential functions of the job.
- Due to the nature of data available to this position, the candidate must submit to and pass a background check and not have any convictions or arrests for information crimes or crimes involving violations of trust.
- Valid Driver's license

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in social sciences or statistics or related fields preferred.
- Prior experience reporting institutional data to Arizona higher-education agencies strongly preferred.

**BENEFITS:****Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System Membership
- Life Insurance
- Long-Term Disability Insurance