

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Institutional Research Analyst II	<u>GRADE</u> 4	<u>PAGE</u> 1 of 3
<u>ORGANIZATIONAL UNIT</u> Academic Affairs	<u>REPORTS TO</u> Associate Provost	<u>APPROVED BY</u> Board of Trustees October 21, 2021

SUMMARY

Institutional Research (IR) Analyst II will develop reports and carry out quantitative and qualitative analysis to support planning, trends analyses, assessment, and compliance reporting at the College as part of a cross-functional Institutional Research Team that reports to the Associate Provost. This will also include being involved in survey creation, approval, compliance, professional development and implementation in conjunction with the appropriate College committee. The IR analyst II will have a leadership role in the IR team in the development of business intelligence (BI) content to support executive leadership to enable effective decision making across the college and campus community. The enhanced BI capabilities will support the College's effort to enhance transparency of college data and statistics to help support data informed decision-making across the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participates collaboratively as part of a cross functional IR team and maintains a strong continuous improvement culture.
2. Participates in the development and timely submission of data and reports for standard institutional reporting required for State, Federal, SUNY and other regulatory reporting. Ensures integrity of data, reports, and communications, and compliance with all applicable deadlines.
3. Leads the development of business intelligence, data visualization and analytics content in support of college-wide decision making. Creates and maintains updated dashboards for both public and internal use in conjunction with the IR team, including reports that are essential for reporting to the executive leadership and the College Board of Trustees.
4. Coordinates and works closely with Campus Technology to ensure access to sources of college data required to develop business intelligence capacity.
5. As part of the IR team extracts data or prepares clear and effective reports from student information systems and other relevant databases to carry out quantitative, and/or qualitative data analysis and reporting with a high attention to detail and thorough data documentation for mandated reporting (state, federal, grant etc.)
6. As part of the IR team coordinates and leverages data collection from various departments across the College, works closely with these offices to understand their information needs, provides support to clarify data questions, and provides data analysis and BI assistance from an integrated

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Institutional Research Analyst II	<u>GRADE</u> 4	<u>PAGE</u> 2 of 3
<u>ORGANIZATIONAL UNIT</u> Academic Affairs	<u>REPORTS TO</u> Associate Provost	<u>APPROVED BY</u> Board of Trustees October 21, 2021

data collection. This is carried out with a high degree of awareness of data, and decision-making confidentiality.

7. As part of the IR team, assists academic units with their data needs for accreditation and support of student success initiatives. Advises and assists faculty and staff by providing ongoing consulting and research services to projects involved with the comprehensive assessment of and improvement of educational programs and services.
8. Communicates the results of data analysis and/or survey data with stakeholders on behalf of IR department in an accessible, meaningful way to support decision making at the College.
9. Along with the survey review committee chair, leads periodic professional development opportunities around survey development and implements best practices via curation of online resources, and presentations.
10. Responds to requests for data analytics and/or survey data from both internal and external sources; works collaboratively with other college offices to insure timely, accurate processing and completion of requests.
11. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability or life experience.
12. May direct student workers within the Institutional Research department. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
13. Assures the efficient use of material resources by assessment of department and institutional needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
14. Serves on various college and community committees and performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Institutional Research Analyst II

GRADE

4

PAGE

3 of 3

ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Associate Provost

APPROVED BY

Board of Trustees
October 21, 2021

SUPERVISION

Types Supervised (check each category):

Classified Staff

Administrative

Faculty

Adjunct faculty, **students**, etc.

Indicate number in each category:

of Classified Staff

of Administrative

of Faculty

1-3 # of Adj. faculty, **students**, etc.

MINIMUM QUALIFICATIONS

Masters degree in social sciences, sciences, data science, and related degree OR Bachelor's degree in social sciences, sciences, data science, and related field and two to three years' experience in an analytical, data-oriented environment.

Extensive experience with business intelligence tools, advanced SQL skills, and MS tools such as Access, and Excel. Demonstrated ability to use programming tools such as R or Python.

Strong attention to detail, and a commitment to high standards of data integrity and thorough documentation. Excellent communication skills – both verbal and written.

PREFERRED QUALIFICATIONS

Master's degree in social sciences, sciences, data science or related field. More than 2 years of related work experience in higher education institutional research or higher education data analysis (e.g., through a public policy lens) is also preferred.

Strong problem-solving skills, including the ability to be proactive, innovative, and creative. Ability to work independently, and collaboratively in groups.