



**University of Delaware**

**Position Description**

**Position Title: Institutional Research Analyst**

**Date Prepared: 6/28/2016**

**Department: Institutional Research**

**Incumbent: To Be Determined**

**College/Admin Office: Office of the Provost**

**Prepared by: Heather Kelly**

**Location: Newark**

**Approvals:**

**Title of Supervisor: Director**

**Level: 30E**

**Position Number: 10002039**

**CONTEXT OF THE JOB:**

Institutional Research collects data from both internal and external sources, and turns this data into information to support planning, decision-making, and policy formulation at the University of Delaware. The IR team assists personnel in other University units with survey research and assessment methodology, evaluation, data analyses, and responds to requests for data from other higher education stakeholders. Under the general direction of the Director of Institutional Research, the Institutional Research Analyst performs a variety of duties related to reporting, research design, and development of appropriate methodology for a wide range of projects in support of the office mission.

**MAJOR RESPONSIBILITIES:**

- Acquire, manipulate, develop, and maintain longitudinal data sets, verifying accuracy and consistency over time, in the context of evolving reporting requirements.
- Write and edit Cognos reports from the University's data warehouse.
- Assist with maintaining the University's Facts & Figures.
- Assist in administering and analyzing data from major survey research projects.
- Participate in the development, implementation, and evaluation of integrated institutional self-assessment programs, provide technical support, and facilitate the integration of processes and findings into institutional planning and decision-making.
- Support the Academic Program Review process.
- Prepare institutional responses to internal and external queries related to admissions, enrollment, student outcomes, and faculty and staff recruitment and development. Develop research methods to requests for information from senior administration, deans, department chairs, faculty, and other stakeholders across campus.
- Gather and analyze data, and prepare written reports, infographics and PowerPoint presentations.
- Maintain an on-going program of professional development through membership, paper presentations, and active involvement in professional organizations.
- Perform miscellaneous job-related duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree and three years of related experience or Master's degree.
- Experience in institutional research or research on academic issues preferred.
- Working knowledge of word processing, spreadsheet, database, presentation software; SAS or SPSS programming and/or other software used to manipulate, summarize, and produce reports from multiple, large complex data sets.
- Knowledge of web-based applications/web authoring tools (WordPress) preferred.
- Experience using Cognos (or similar) database query and reporting software
- Ability to ensure data integrity and accuracy.
- Ability to analyze statistical data and generate reports, design and administer survey instruments, and plan, create, program and manage statistical computer databases across multiple hardware and operating system platforms/environments.
- Knowledge of large-scale data systems, definitions, and procedures.
- Ability to draw conclusions and make recommendations based on research data findings; apply statistical principles and processes to meet a range of information requirements; gather and analyze statistical data and generate reports; investigate and analyze information to draw conclusions.
- Ability to effectively communicate research results through written and oral reports and PowerPoint presentations.
- Effective interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Eligible to work in the United States and eligibility for employment following completion of a criminal background check.

## **COMPENSATION:**

The position pays approximately \$50,000 annually plus liberal benefits including 22 paid vacation days, 13 holidays, and 18 sick leave days, retirement, health care and educational benefits.

## **HOW TO APPLY: Deadline August 5, 2016**

Please submit a one-page cover letter and your resume as one document. Also, please remember to provide names, addresses and telephone number of at least three references in the online application at:

[https://udjobs.nss.udel.edu:4450/psp/RESUME/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&SiteId=888&JobOpeningId=103799&PostingSeq=1](https://udjobs.nss.udel.edu:4450/psp/RESUME/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&SiteId=888&JobOpeningId=103799&PostingSeq=1)

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