

# STONE CHILD COLLEGE

## Job Description

Job Title:	<i>Institutional Research Analyst – Full-Time</i>	
Reports To:	<i>Dean of Academics</i>	<i>Opens: November 3, 2017 – Closes: Monday, November 13, 2017 at 3:00 P.M.</i>
Salary:	<i>According to SCC Salary Scale - \$36,160 - \$38,109</i>	

### Job Summary

Collects, analyzes and interprets institutional data for SCC data collecting and reporting.

### Duties and Responsibilities

- Design and implement all phases of research studies, including selecting appropriate research designs, collecting and accurately analyzing data, preparing narrative reports for (and presenting findings to) various audiences.
- Collect, analyze, evaluate, and provide recommendations based on quantitative, qualitative and historical information from multiple and various sources, both internal and external.
- Maintaining and querying large scale relational databases.
- Assist faculty, staff, and administrators in the assessment and evaluation of institutional effectiveness and student learning at the course, program, and college levels.
- Assist with accreditation self-study and various planning processes by supplying needed and desired information in appropriate formats.
- Assist in the development and maintenance of a strategic institutional planning process.
- Assist in developing data and report quality assurance processes and procedures.
- Operate a variety of software packages used for data management and analysis, graphics, and word processing.
- Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

### Knowledge – Skills – Abilities (qualifications)

- **Bachelor's Degree in Social Sciences, Statistics, Business Administration, Education, or Information Systems Preferred. Associates Degree or equivalent experience in Research Methods Required.**
- **Knowledge of:** research methods including design, sampling, data collection and analysis, and report writing for quantitative, qualitative, and historical information in an educational environment; assessing and evaluating student learning and institutional effectiveness; various software packages and data sources related to educational research.
- **Skills:** excellent computer skills using excel, and computer data software.
- **Ability to:** perform extensive and technical research and evaluation tasks; interpret research needs; design research for original data collection and analysis; gather, analyze, interpret, and make recommendations based on data from a wide variety of sources; create, develop, and maintain databases; communicate effectively both orally and in writing; establish effective working relationships with others; place and interpret research data and findings in the context of higher education; prioritize on a daily, weekly, and monthly schedule; prepare reports that communicate analyses and research findings in a manner that is clear, concise, and appropriate to the audience

### Applicants must submit the listed items for a complete application:

- Letter of interest
  - Official Transcripts (Showing Degree)
  - Current Resume and SCC Application
  - Three (3) Reference Letters with contact information
- Applicant will be subject to drug testing & background check