

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

OPEN POSITION

Job Title:	<i>Institutional Research Analyst</i>
Opens:	<i>July 13, 2021 – Open until filled</i>
Supervisor:	<i>Director of Institutional Research & Development</i>
Classification:	<i>Full-Time</i>
Salary:	<i>According to SCC Salary Scale, depending on experience and education – Fringe Benefits</i>

JOB SUMMARY

Collect, analyzes, and interprets institutional data for SCC administrators, stakeholders, and reporting purposes.

JOB DUTIES

- 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 strategic institutional planning processes.
- 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.
- Will participate in Stone Child College's Strategic Planning Committees and Core Theme Teams.

KNOWLEDGE – SKILLS – ABILITIES

- Associate degree in social sciences, statistics, business administration, education, or information systems required.
- Bachelor's degree and/or equivalent experience in research methods preferred.
- 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.
- 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.

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HOW TO APPLY

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- current resume
- Transcripts
- three professional letters of reference with contact information (current)
- SCC application (www.stonechild.edu)

Via email to: Jessie Demontiney, Personnel Officer - jdemontiney@stonechild.edu. Only complete application packets will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.