

RANGE N05

**JTC NO. CAB
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Research Analyst II

DATE PREPARED: Summer 2009

DATE REVISED: Fall 2012; Spring 2014; Spring 2015; Spring 2017

GENERAL SUMMARY:

Responsible to perform a variety of research and analyses work in support of college planning, budgeting, program evaluation, student retention and enrollment data, etc. Performs technical and analytical tasks with particular emphasis on the collection, interpretation, reporting, aggregation and evaluation of data.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Identifies, develops and maintains a variety of research material and analyses to staff and clients in support of college planning, resource allocation and decision-making efforts.
- Responsible for writing simple to complex queries for data extraction and analysis; prepares related reports and summaries as needed.
- Maintains high level of knowledge of data processing to achieve goals. Processes and interprets data from a variety of sources, including the Colleague system, and/or other specified data collection programs/software systems (e.g. SAS, Excel, Access, etc); required to provide analysis and information.
- Collects, records, categorizes all research material; maintains institutional databases and records.
- Responds to ad-hoc requests for information from internal and external entities.
- Develops and maintains service area maps using mapping software (e.g. ESRI ArcView GIS, ESRI BusinessMAP) to display demographic information related to student and service area population; responsible for analysis and summary reporting.
- Manages multiple projects, sets priorities, meets deadlines and works under minimal supervision.
- Acts as a professional and technical resource person for district-wide institutional researchers whenever needed.
- Assist with the preparation of mandatory reports to the Texas Legislature, or in the preparation of information needed for meeting the Board of Trustees Strategic Goals, or in the preparation of information needed by the campus Cabinet member(s).

Research Analyst II
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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Assist with the completion and submission of student-related IPEDS surveys for all seven colleges, completes and submits HR-related surveys for the district office as well as its seven colleges, and may assist with other IPEDS surveys completed by the District Service Center. **(DISTRICT OFFICE ONLY)**
- Assist with the development and preparation of written and oral reports, workshop and/or seminar presentation, as required.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus five years' experience in institutional research or a related field **or** Associate's degree in plus seven years' experience in institutional research or a related field. Preferred experience in a community college setting. Required knowledge of software packages such as Excel, Access, and SAS. Knowledge of the principles of performance measurement and the ability to critique the accuracy and presentation of statistical data. Demonstrated ability to design, implement, analyze, and summarize complex research into coherent reports for utilization in decision making. Knowledge of the general principles of developing and analyzing quantitative and qualitative surveys. Demonstrated knowledge of college management information systems especially student information systems. Ability to use data management systems. Oral and written communication skills to interface with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

7/14/09; msv-ad hoc
Revised/ 10/2012 – emm
Revised: 01/2014 – emm
Revised: 04/2015 – emm
Revised: 1/2017 - emm
ADA/tmm 04.17.19