

**Draft Classification Standards – Rev. 03/29/2024**  
**Institutional Research Analyst Series**

<b>Class Title</b>	<b>Class Code</b>	<b>Issue Date</b>	<b>FLSA</b>
<i>Institutional Research Analyst I</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Institutional Research Analyst II</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Institutional Research Analyst III</i>	XXXX	XXXX	<i>Exempt*</i>

**OVERVIEW:**

Positions classified within the Institutional Research Analyst series are directly responsible for collecting, analyzing, and interpreting quantitative, qualitative, and mixed methods data to support institutional decision-making and planning within the university. Under managerial review, they are responsible for conducting research, preparing reports, and providing data-informed insights for strategic initiatives, policy development, and accreditation processes. Positions play a crucial role in ensuring accurate and reliable data analysis and reporting to support the institution's goals and objectives.

Positions are assigned to classifications within the series based on the scope and complexity of institutional research analysis activities; degree of independence and judgement; experience, knowledge, skill, and ability required; experience leveraging or adapting existing analytic code or the development of original analytic code; degree of planning, analysis, and execution required by the position; impact and risk to the university; and nature of supervision received.

Positions perform tasks that may include, but are not limited to, reviewing research, collecting data, leveraging/adapting existing and developing original analytic code, analyzing and interpreting data, creating and managing data sources, maintaining dashboards, developing and administering surveys, as well as developing reports, briefings, presentations, and correspondence with both internal and external audiences. Higher levels within the series build upon and include the knowledge and skill requirements and work assignments of lower levels within the series.

***Institutional Research Analyst I*** – Entry-level professional who applies basic professional concepts to resolve problems of limited technical scope and complexity. Normally operates under detailed guidelines and work is often reviewed for accuracy. Assignments may be routine in nature and involve performing various duties related to compiling and organization data, leveraging, and occasionally adapting existing analytic code, understanding data conventions, as well as providing accurate and reliable data analysis to support the institution's goals and objectives. Follows institutional data and data handling standard practices and procedures.

***Institutional Research Analyst II*** – Professional who applies acquired job skills, policies, and procedures to complete significant assignments, projects, and tasks of moderate technical scope and complexity. Draws from prior experience and knowledge of data structures, leverages and adapts existing analytic code, occasionally develops original analytic code, follows conventions to ensure accurate and timely data collection compilation, and dissemination of analytic work. Applies understanding of higher education reporting standards and institutional research principles to build decision-

\* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee's actual exemption status may differ based on salary rate and actual duties performed.

support tools and conduct reliable data analysis and reporting to support the institution's goals and objectives.

***Institutional Research Analyst III*** – Professional who applies advanced job skills, in-depth organizational and stakeholder acumen, and project planning skills to complete substantive assignments, projects, and related work of significant technical scope and complexity. Exercises advanced discernment and in-depth knowledge of data collection, original analytic code development, research principles and techniques, university policies and guidelines, and standard operating procedures to determine appropriate action. May require the development of new approaches, techniques and innovation and engaging with multiple stakeholders to address issues. Contributes to the development and implementation of research methodologies, data collection tools, business process development, and quality assurance processes. Works with stakeholders to ensure proper implementation of programs by utilizing persuasion.

**TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):**

- ***Data Collection and Analysis*** – Collects, organizes, and analyzes data from various sources; including student records, surveys, and institutional databases. Develops and maintains data collection instruments, ensuring data integrity and accuracy. Uses statistical software and analytical tools to analyze data and identify trends, patterns, and correlations. Collaborates with IT and data management teams to improve data collection, storage, and retrieval processes. Prepares data visualizations, dashboards, charts, and graphs to effectively communicate key research insights and actionable recommendations. Provides training and support to staff on data collection and reporting processes.
- ***Institutional Reporting*** – Prepares and submits institutional reports to external agencies, such as government bodies and accrediting organizations. Prepares and presents internal reports to senior leadership, faculty, and staff. Ensures compliance with reporting requirements and deadlines. Collaborates with stakeholders to identify reporting needs and provide data-informed insights to support decision-making.
- ***Research and Evaluation*** – Conducts research studies and evaluations to assess institutional effectiveness and student outcomes. Designs and administers surveys and questionnaires to collect data from students, faculty, and staff. Analyzes survey data and prepares reports summarizing findings and recommendations. Maintains a current awareness and understanding of research methodologies and preferred practices in institutional research.
- ***Data Governance and Quality Assurance*** – Contributes to the development and implementation of data governance policies and procedures to ensure accuracy, consistency, and security of data. Conducts data quality checks and audits to identify and resolve data discrepancies and anomalies.
- ***Institutional Planning and Decision Support*** – At the direction of management, provides data-informed insights and recommendations to support strategic planning and decision-making processes. Collaborates with institutional leaders and stakeholders to identify research needs and priorities. Develops and monitors performance indicators for

institutional goals and objectives. Participates in institutional committees and working groups to provide research expertise.

### **DISTINGUISHING CHARACTERISTICS**

- Positions in this classification gather, analyze, and interpret data, as well as produce reports to support strategic decision making.
- Those positions whose primary focus is to design, develop, implement, and maintain IT data analytics solutions and tools are not appropriate for this classification.

### **INSTITUTIONAL RESEARCH ANALYST I**

Under direct supervision, performs entry-level professional institutional research duties to support institutional decision-making and planning. Assists more advanced institutional research analysts. Performs less complex assignments following detailed and established procedures. Work is reviewed for understanding of professional concepts and compliance with policies and procedures.

#### ***Work assignments typically include some or all of the following:***

- ◆ Collects, organizes, and analyzes data.
- ◆ Maintains data collection instruments.
- ◆ Leverages, and occasionally adapts existing analytic code.
- ◆ Prepares data visualizations, charts, and graphs to communicate findings.
- ◆ Prepares internal reports for senior leadership, faculty, and staff.
- ◆ Supports research studies and evaluations to assess institutional effectiveness and student outcomes.
- ◆ Assists with user training and data interpretation as well as recommendations to support operational and decision-making processes.

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge and Skill:***

- ◆ General knowledge of data collection tools, higher education reporting conventions, and institutional research principles.
- ◆ Skill in following guidelines and providing input and feedback.
- ◆ Strong organizational and time management skills to plan, organize, and prioritize work.
- ◆ Strong communications and interpersonal skills to effectively present information in a diverse environment.
- ◆ Ability to maintain confidentiality and appropriately handle sensitive information.
- ◆ Strong attention to detail and accuracy.
- ◆ Ability to work independently and as part of a team and build relationships with diverse stakeholders.
- ◆ Analytical skills to collect, analyze, and summarize institutional data and metrics.
- ◆ Computer skills to appropriately use institutional research technology and relevant software packages as required.
- ◆ General skill in using statistical software and data visualization tools.

***Experience and Education:***

Equivalent to a bachelor's degree in a related field. Relevant education and/or experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

**INSTITUTIONAL RESEARCH ANALYST II**

Under general supervision, conducts research, data analysis, and reporting to support institutional decision-making and planning within the university. Applies professional level institutional research knowledge to design research studies, oversee data collection and analysis, and provide data-driven insights to inform strategic initiatives, policy development, and accreditation processes. Works independently on most day-to-day assignments with general supervision on new assignments or projects to ensure alignment with objectives. Handles multiple work priorities and is accountable for own work results.

***In addition to duties performed by the Institutional Research Analyst I, the Institutional Research Analyst II typically performs the following duties:***

- ◆ Adapts existing analytic code and occasionally develops original analytic code.
- ◆ Performs data collection and integrates data across multiple sources to support decision-making at all levels.
- ◆ Monitors trends in student enrollment, retention, graduation rates, and other institutional outcomes as well as identifies and recommends refinements and additional reporting as needed.
- ◆ In consultation with stakeholders, develops, designs, and conducts data analyses, research studies, surveys, and sampling strategies while employing proper research methodologies to collect data on institutional effectiveness, student outcomes, and other relevant areas.
- ◆ Collaborates with stakeholders to identify research needs and priorities, coordinate data collection efforts, and develop and maintain data dashboards and interactive reporting tools. Ensures compliance with ethical guidelines and data privacy regulations.
- ◆ Utilizes strong technical skills to collect, clean, and analyze data, with the ability to identify trends, patterns, and relationships.
- ◆ Interprets research findings and creates and delivers presentations, memos, and reports to provide data-informed insights to support decision making.
- ◆ Prepares and submits institutional reports to external agencies, such as government bodies and accrediting organizations. Ensures compliance with reporting requirements and deadlines.
- ◆ Conducts data quality checks and audits to identify and resolve data discrepancies and anomalies.
- ◆ Participates in institutional committees and working groups to provide guidance and interpretation of data and research.

**MINIMUM QUALIFICATIONS:*****In addition to Institutional Research Analyst I knowledge and skill requirements, work assignments typically require:***

- ◆ Working knowledge of research methodologies, statistical analysis, and data visualization techniques.

- ◆ Strong project planning and organizational skills to plan, organize, and manage multiple projects.
- ◆ Strong communications and interpersonal skills with the ability to present complex data to non-technical audiences.
- ◆ Strong analytical skills in order to evaluate and interpret data to develop sound conclusions and recommendations.
- ◆ Familiarity with higher education data systems and data reporting standards.
- ◆ Strong technical skills with proficiency in using statistical software and data visualization tools.
- ◆ Knowledge of and experience with survey design, administration, and analysis.
- ◆ Knowledge of higher education policies, accreditation processes, and data privacy regulations.

***Experience and Education:***

Equivalent to a bachelor's degree in a related field and two years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.

**INSTITUTIONAL RESEARCH ANALYST III**

Working independently under general supervision, responsible for conducting comprehensive research and analysis to support data-informed decision-making and strategic planning at the university. Applies advanced institutional research professional knowledge and expertise in research methodologies, statistical analysis, and data visualization to develop and deliver institutional research plans and initiatives. Work is focused on ensuring alignment with overall objectives. Demonstrates advanced discernment in selecting methods and techniques for obtaining solutions. Often provides guidance to other institutional research analysts. Participates in complex research projects. In collaboration with management, assesses, formulates, and evaluates programs, policies, and procedures. Decision-making is based on institutional research best practices; statistical standards, university policy and guidelines; higher education reporting protocols and standards and overall university strategies and goals. Handles multiple work priorities and may provide lead work direction with accountability for results.

***In addition to duties performed by the Institutional Research Analyst II, the Institutional Research Analyst III typically performs the following duties:***

- ◆ Develops original analytic code.
- ◆ Collaborates with academic departments and administrative units to collect, organize, and meet reporting obligations as well as develop research questions and design studies to assess program effectiveness.
- ◆ Oversees the preparation of institutional accreditation reports and external surveys.
- ◆ Provides specialized analysis, research findings, and recommendations to support the development of institutional policies and procedures.
- ◆ Serves as an expert resource for complex institutional research-related inquiries.
- ◆ Oversees the development and delivery of training on data analysis tools and methodologies.
- ◆ Participates in cross-functional teams and committees to support institutional research initiatives.

- ◆ Maintains expert knowledge of current federal, state, and institutional regulations and guidelines related to data reporting and privacy.
- ◆ Performs a broad spectrum of work.
- ◆ Designs new, and recommends improvements to, existing institutional research processes and procedures.
- ◆ Provides lead work direction, guidance, and mentorship to institutional research analysts to ensure the successful implementation of research initiatives.

**MINIMUM QUALIFICATIONS:**

***In addition to Institutional Research Analyst II knowledge and skill requirements, work assignments typically require:***

- ◆ Thorough and advanced knowledge of research methodologies, survey design, and data collection techniques.
- ◆ Demonstrates competence in independently applying advanced judgment to resolve difficult and complex problems and issues.
- ◆ Excellent project management skills, with the ability to manage multiple projects and deadlines simultaneously.
- ◆ Expert analytical and quantitative skills, including proficiency in statistical analysis software and data visualization tools.
- ◆ Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- ◆ Advanced skill in mentoring or overseeing the work of other professional staff.

***Experience and Education:***

Equivalent to a bachelor's degree in a related field and four years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.