

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Institutional Research Data Analyst**

Data Year: 2018

Prepared On: 10/04/2018

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Department:	Academic Affairs	Grade:	11
Reports To:	VP of Academic Affairs	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	T Carter	Effective Date:	10/09/2009
		Revised Date:	10/01/2018

**Role:**

Develop and implement a program of institutional research to provide the college community with appropriate data related to student learning and institutional effectiveness. Comply with mandatory reporting requirements from federal, state and accreditation agencies. Support college continuous quality improvement practice through improvement of information management processes at the department and ERP level.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 40% | Collect and report data to external agencies such as the Kansas Board of Regents, IPEDS, and Higher Learning Commission.           |
| E | 20% | Data collection, analysis, and support for assessment of student learning, grants, institutional effectiveness, and accreditation. |
| E | 20% | Assist and guide departments in developing procedures for the cleaning and standardization of data.                                |
| E | 10% | Assess and make recommendations to departments to develop and implement information management processes and systems.              |
| E | 5%  | Ad hoc research, data collection, and analysis for administration, faculty, and staff.   |
| N | 5%  | Performs other duties as assigned by the Director of Research and Assessment.  |

**Performance Measurements:**

1. Collect, analyze and disseminate accurate data, meeting the reporting deadlines for institutional research requests and activities which include institutional effectiveness indicators, strategic planning and annual goals, assessment of student learning, retention, enrollment management, grants, and comparative data sets (i.e. NCCBP, CCSSE, SSI);
2. Gather and submit accurate information and reports to federal, state and accreditation agencies on time;
3. Perform fundamental data analysis using standardized applications of research and statistical methods;
4. Prepare and present analytical information using business intelligence tools, dashboards, spreadsheets, written reports, and oral presentations;
5. Facilitate the development of clean data standards for the college ERP system by assisting departments with data process improvements;
6. Work with various offices to assist with and guide the cleaning and standardization of data in college databases

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7. Assist the VP of Academics by providing coordination and support for student learning outcomes assessment, continuous quality improvement, and accreditation;
8. Coordinate the integration of Nuventive Improve, the Student Information System, and Office 365 technologies essential to fulfilling information requests and delivery to decision makers.
9. Maintain mandatory web site compliance requirements for the college, such as Net Price Calculator and Gainful Employment disclosures;
10. Develop and document processes and procedures to minimize interruptions in business processes.

**Knowledge and Skills:**

Experience	Two to five years of experience with performance of data queries and ensuring data integrity from large databases, integration of business intelligence tools, data analysis, and facilitating information management and business process improvement across multiple departments.
Education	A two-year college degree or completion of a specialized course of study at a business or trade school, Bachelor's degree preferred in related field: Information Management, Computer Science or Statistics.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge:</p> <p>Knowledge of effective communication in both spoken and written context.</p> <p>Knowledge of arithmetic, algebra, general statistics, and their applications.</p> <p>Knowledge of relational databases such as Oracle or My SQL, which includes basic knowledge of database structure and querying data;</p> <p>Knowledge of business software applications and desktop computers;</p> <p>Knowledge of, where applicable, analytical techniques;</p> <p>Skills:</p> <p>Work alone or in teams to meet objectives;</p> <p>Basic SQL skills and how these skills may be used with other technologies to perform job duties;</p> <p>Problem solve to identify most efficient application to meet objectives;</p> <p>Develop and document processes and procedures to ensure consistent, repeatable results;</p> <p>Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.</p> <p>Abilities:</p>

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	Ability to think critically and problem solve; Ability to work as a team or alone to meet deadlines; Ability to breakdown business processes, identify challenges, and revise as necessary; Ability to navigate and adapt to new technologies with limited assistance;
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly.  Sitting for a period of 2 hours at one time with a total of 7 hours Standing for a period of 1/2 hour at one time with a total of .5 hour Walking for a period of 1/2 hour at one time with a total of .5 hour Lifting: up to 10 lbs. occasionally Carrying: up to 10 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping, fine manipulating and up to 8 hours of keyboarding Bending and squatting occasionally Driving occasionally for college activities
Work Environment	Regular exposure to favorable conditions such as those found in a normal office. Occasional travel required for conferences, generally not more than once or twice a year, but may be more.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature