



Job Description

Job Title: Research Analyst

JTC: CTR

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Perform a variety of research and analyses work in support of college planning, budgeting, program evaluation, student retention and enrollment data, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles of performance measurement and the ability to critique the accuracy and presentation of statistical data. Experience in institutional research best practices. Knowledge of current best practices in usability and accessibility, following district and state policies and procedures.

Strong problem solving and analytical skills with attention to detail. 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.

Ability to identify opportunities to adopt innovative research technologies and techniques. Capable of running queries to evaluate the quality of performance. Excellent organizational and time management skills. Demonstrated knowledge of college management information systems especially student information systems.

Ability to foster a collaborative work environment and build/maintain working relationships with diverse individuals internal and external to the organization. Must be self-driven and able to work independently or as part of a team. Able to coordinate multiple assignments and projects of varying complexity.

Required knowledge of software packages such as Excel, Access, and SAS. Strong knowledge and experience providing effective customer service. Ability to manage and coordinate assigned tasks and effectively complete expected deliverables in a timely manner.

Must be able to clearly document, track and report results, analysis, and unresolved issues. Must have excellent presentation, oral and written communication skills. The ability to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three years' experience in institutional research or a related field transcript are required. Special licenses or certifications may be required depending on the nature of the position. Current and valid Texas driver's license required for off-site travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs technical and analytical tasks with emphasis on the collection, interpretation, reporting, aggregation and evaluation of data. Responsible for writing simple to complex queries for data extraction, analysis and prepares related reports and summaries as requested.

Gather, chronicles and categorizes research material and maintains institutional databases and archive records. Responds to ad-hoc requests for information from internal and external entities. Manages multiple projects, sets priorities, meets deadlines and works under minimal supervision.

Point of contact and act as the 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).

Identify, create and maintain a variety of research material and analyses to staff and clients in support of college planning, resource allocation and decision-making efforts. Assist with the completion and submission of student related IPEDS surveys for all seven colleges. Completes and submits HR-related surveys for all seven colleges and may assist with other IPEDS surveys completed by the District Service Center.

Assist with the development and preparation of written and oral reports, workshop and/or seminar presentation, as required. Develops and sustain service area maps using mapping software to display demographic information related to student and service area population and responsible for analysis and condensed reporting.

Uses interpersonal skills to interact effectively with diverse, internal/external stakeholders and constituents prioritize, plan and coordinate testing activities. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.