



## Job Description

**Job Title: Senior Research Analyst**

**JTC: CY6**

**Salary Range: N06**

**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

Responsible for performing highly advanced (senior-level) statistical work to include planning, developing and presenting statistical data and reports.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Required advanced knowledge of software packages such as Excel, Access, and Statistical Analysis Software (SAS) or Statistical Package for the Social Science (SPSS). Strong analytical skills and proficiency with and programming and statistical methods. Experience working in a community college setting and knowledge of district and organizational policies and procedures.

Demonstrated ability to resolve complex problems independently. Knowledge of the general principles of developing and analyzing quantitative and qualitative surveys. Experience with advanced statistical techniques, data analytic approaches and methods for handling large administrative data sets.

Demonstrated knowledge of college management information systems especially student information systems. Experience developing and maintaining database applications. Demonstrated self-discipline and sound, independent judgment completing complex assignments.

Knowledge of the principles of performance measurement and demonstrated ability to design, implement, analyze, and summarize complex research into coherent reports for utilization in decision making.

Familiarity with planning and assessment in a higher education context. Excellent communication skills with the ability to write and prepare clear and concise reports, presentations and correspondence, with the ability to interact effectively within a diverse environment. Experience 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



Bachelor's degree or higher plus five years' experience in institutional research or related fields that require quantitative research, analysis, or mathematical skills. Official transcripts required. Must have valid driver's license if traveling to off-site locations. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, coordinates, and oversees research/statistical projects. Develops and maintains information to support the transformation of data into information for decision-making. Develops and conducts quality assurance procedures.

Develops, maintains, and modifies a data warehouse for student tracking and other systems which may be developed to support planning and institutional effectiveness. Responds to ad-hoc requests for information from internal and external entities. Oversees collection or collects, compiles, analyzes, and interprets data.

Develops and maintains strong and open communication lines with system administrators and other IT resources as well as Institutional Research staff district wide. Maintains knowledge of the Colleague system as the system changes/expands.

Completes and submits student-related IPEDS surveys for all seven colleges, completes and submits HR-related surveys for the District and seven colleges, and assists with the other IPEDS surveys completed by the District Service Center. Functions effectively as a team member with all district locations in developing and implementing institutional research and institutional effectiveness related projects.

Acts as a professional and technical resource to institutional researchers with all district locations whenever needed. Depending on assignment location, may assist in 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).

Manages multiple projects, sets priorities, meets deadlines, and works independently. Evaluates procedures to ensure validity, applicability, efficiency, and accuracy. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external 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.*