



Mott Community College Job Description

Title: Senior Institutional Research Analyst
Department: Institutional Research
Reports To: Director, Institutional Research
Date Prepared/Revised: March 5, 2009 / April 30, 2010 / July 11, 2011 / September 7, 2011

Purpose, Scope & Dimension of Job:

The Senior Institutional Research Analyst works in the department of Institutional Research and acts as a key member of the Planning, Research and Quality team. A substantial part of this position involves the collection and analysis of longitudinal student success, completion and persistence data as part of our Achieving the Dream initiative. This person is the lead data person for this project providing data to the data and core teams as requested. As an expansion of this project, this person will also work directly with developmental education faculty on further studies in their areas. This position provides advanced analytical support regarding a broad array of subjects and aspects of MCC and is involved in ongoing data collection, analysis and dissemination of information. This position is responsible for developing and analyzing data which are not easily checked and, if done incorrectly, could result in substantial loss to the institution as related to Federal Accreditation, grants and other government/private funding and enrollment. Coordinates and performs a variety of advanced projects—including the development, analysis, and reporting of institutional data—as a service to the greater College community at the direction of the Director of Institutional Research.

Supervisory Responsibility:

This position does not directly supervise any other staff. May be responsible for directing the work of other technical and support staff and student workers when coordinating department tasks and projects.

Essential Duties/Major Accountabilities:

1. Responsible for leading research initiatives with the Achieve the Dream and other grant initiatives focusing on improving graduation rates at the college.
2. Translating data into useable format for cross-functional teams who will be using data in making recommendations on college procedures.
3. Responsible for performing a variety of advanced institutional research projects, including but not limited to survey research, data warehouse report development, performance indicator documentation, business intelligence systems management, and support of student learning assessment.
4. Accountable for executing all aspects of college data and research and is specifically focused on the development, analysis, and reporting of institutional data.
5. Develops proposals and executes plans for conducting research activities for the College.
6. Develops and maintains standard and ad hoc reports using the institutional data warehouse and the college ERP system (Datatel).
7. Provides support to the college assessment processes and assists with analyzing assessment data and assisting with reports and presentations.



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8. Coordinates the documentation and analysis required for performance and accountability measures as a part of ongoing accreditation, continuous quality improvement and external compliance efforts such as AQIP, CEPI/P20, etc. These include, but are not limited to, enrollment and completion reports, stakeholder satisfaction data, student goal attainment, transfer rates, survey research, data warehouse report development, performance indicator documentation, business intelligence systems management, and support of student learning assessment.
9. Serves on college and state level committees, representing the institutional research concerns of MCC.
10. Develops and maintains internal and external relationships to get data and information in alignment with department and institutional strategies.
11. Plans, organizes and implements training for other department and college staff relative to survey use, other data collection methods, and data analysis.
12. Coordinates production of annual Fact Book.
13. Develops and edits reports, correspondence and statistical tables for accuracy.
14. Responsible for frequent handling of confidential data in compliance with FERPA and other applicable laws and regulations.
15. Provides guidance and direction to other area staff, communicating with other employees regarding expectations, project schedules and deadlines, assisting with developing technical solutions to new and recurring problems.
16. Other duties as assigned.

Accountability Standards for all Department Staff(Optional)

1. Maintains institutional focus on student learning and assessment of student outcomes.
2. Completes all activities in a timely and accurate manner.
3. Maintains current skills and knowledge regarding community college performance indicators and the related computer software applications used in the department.
4. Effectively interacts with all other members of the college community and other college stakeholders.
5. Uses Cognos, MSOffice, Datatel Colleague, SPSS, HTML, survey development software and other related software programs.
6. Handles confidential data appropriately and operates with integrity at all times.

Minimum Required Knowledge, Skills, and Abilities:

1. A Master's Degree in Educational Research, Statistics, Computer Information Systems, Social Science (Political Science, Sociology, Psychology) or a related field, which required focus on advanced analytical techniques or an equivalent focus.
2. Over three (3) years of experience in the use of advanced information systems, preferable in a higher education environment.
3. Two (2) or more years of experience in data analysis in higher education or related environment. This experience may be concurrent with requirement #2.
4. Basic knowledge and understanding of community college academic and business operations in order to understand and prioritize tasks.
5. Ability to appropriately use standard office software and tools, including Access, Excel, Word and PowerPoint.
6. Experience using statistical analysis software such as SPSS.



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7. Demonstrated ability to create new processes and procedures where existing methods do not exist, particularly focused on analyzing new external mandates and internal priorities to develop effective and efficient responses.
8. Ability to manage multiple tasks and function independently with agility and flexibility.
9. Demonstrated ability to effectively work with a broad variety of constituents, such as faculty, administrators, and public entities.
10. Strong interpersonal and communication skills, particularly written and spoken skills.
11. Demonstrated creativity and problem-solving skills, ability to adapt to changing priorities.

Additional Preferred Qualifications:

1. Knowledge of community college performance indicators and accountability standards.
2. Work with Achieve the Dream data collection or related initiatives.
3. Experience working in a higher education institutional research office.
4. Demonstrated leadership and project coordination skills in professional work environment.
5. Advanced skill levels of software programs identified under minimum requirements. Knowledge and/or experience using Microsoft Office Visio, and IBM Cognos.
6. Data warehouse/business intelligence (BI) experience.

Unique Aspects of Job:

MCC is a comprehensive community college, and this position requires the ability to interact with many different populations. Knowledge and understanding of community college academic and business operations will be necessary in order to understand and prioritize tasks. Extensive computer software use is required, and application programs are under constant development and change.

Examples of Work Assignments:

1. Develop and implement web-based surveys, write results reports and conduct research studies.
2. Coordinate administration and data analysis of college wide assessment instruments such as the ETS Proficiency Profile and CCSSE/CCFSSE
3. Serve on college and state committees
4. Produce annual college Fact Book.
5. Prepare presentations for meetings and events.

Physical Requirements:

Standard indoor office environment. May be required to lift boxes weighing up to 25 lbs. Extensive use of computers and other electronic equipment.

Hours/Schedule:

Full-time, 40 hours per week/52 weeks per year. Standard hours are M – F, 8:00 – 5:00 but due to cyclical nature of position, some overtime, including evening and weekend hours, will be required to complete projects under deadlines. Some local and statewide travel.

