Position Title: Research Analyst
Department: Institutional Research
Reports to: Director of Research & Planning
FLSA Status: Non-exempt
FTE Status: .4 FTE (16 hours a week)
Called Position: no
Revised: September 2023

Job Summary: The Research Analyst will work closely with the Director of Research and Planning to provide professional support in the management and reporting of institutional data. Projects will primarily focus on maintaining compliance with federally mandated reporting (IPEDS), and other external reporting requirements. Most projects occur each year and have known scheduled reporting timelines. The Research Analyst will also complete ad hoc projects as assigned by the Director.

Primary Responsibilities

- Prepare the Common Data Set and coordinate external reporting to IPEDS, College Board, NCAA, Peterson’s, US News, and WAICU.
- Establish and maintain a repository of institutional data to be used in support of WLC planning initiatives and reporting requirements. Responsible for maintaining the integrity of data used. This will require identifying and collecting appropriate data, data mining, and cleaning.
- Extract and compile data from internal sources (Jenzabar and Infomaker).
- Provide support as needed to the Director.

Knowledge, Skills, and Abilities

- Knowledge and use of higher education data systems such as IPEDS, Jenzabar, and Infomaker preferred.
- Ability to work with large data sets, verifying and checking data thoroughly for accuracy and completeness.
- Proficient in the use of Excel and the ability to conduct data queries and management. Experience with SPSS statistical analysis software preferred.
- Ability to prioritize and organize tasks to meet deadlines and follow through on assignments.
- Customer service orientation with the ability to work collaboratively with others in a collegial environment.
Education and Experience

- Bachelor’s degree in business, social sciences, or other relevant field is preferred.
- At least two years of experience in data research and reporting is preferred. Higher education data research experience is a plus.
- Strong written and oral communication.
- Strong interpersonal skills.
- Ability to organize and prioritize work to meet stringent deadlines.
- Ability to be a creative thinker as well as a practical implementer
- Display strong interpersonal skills for building lasting relationships
- Demonstrated experience and passion for Christian mission, and service, care and respect for all others as part of God’s creation.

Work Environment/Physical Requirements

- This job operates in a professional office environment. This role uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to find, handle or feel, and reach with hands and arms.
- Must be capable of lifting up to 15 lbs