



GRAYSON COUNTY COLLEGE

Sherman/Denison, Texas

POSITION ANNOUNCEMENT

INSTITUTIONAL RESEARCH ANALYST

General Description: The Institutional Research Analyst is responsible for supporting the institution in its quest for student success through the design and implementation of institutional research that assist the College in making data-related decisions by providing management, verification, statistical analysis and reporting of student data. The Institutional Research Analyst works collaboratively with all departments, offices, and programs to collect and analyze data necessary to provide recommendations, information and/or data for decision-making, planning and institutional effectiveness. The position is responsible for gathering and maintaining an on-going analysis of College-wide information obtained from a variety of sources, from conceptualization through presentation of the data. Reports to the Director of Institutional Effectiveness.

Responsibilities: Conducts institutional research in support of student success including creating cohort analyses to support decision-making. Works with both instructional and non-instructional programs and services to prepare recommendations and research findings. Development and implementation of data management tools and applications to support institutional effectiveness efforts. Performing complex data analysis in support of requests. Providing technical assistance to members of the College community in the areas of educational research and the use of data collection tools. Assisting data users in defining data needs and interpreting results. Provides research, data, methodological, and survey support for all divisions as requested. Assist with the collection and provision of data for the development of the College's Fact Book. Collect, analyze and report information as requested by the College. Develop, produce, and interpret data from a variety of sources for presentation to varying audiences. Conduct ongoing studies to provide data for use in evaluation and ongoing decision making processes. Assist with completion of surveys form outside agencies when appropriate. Development of data sharing mechanism (site) to make data available to end-users. Use archival research information for trend analysis in efforts related to retention, graduation, etc. Grayson County College operates POISE student database software and uses Estuidias tool for data retrieval and analyses. The successful applicant will have sufficient experience with this software or other related software. This position also requires mastery of Excel, Access, Word, and presentation software such as PowerPoint. Additionally, the successful candidate will possess: Understanding of institutional effectiveness and current issues and trends in higher education. Familiarity with current SACS accreditation requirements. Skill in institution research to include data analysis methodologies, research design, and use of statistics. Ability to utilize automated systems for collecting and managing data. Ability to draw data from multiple sources of data and integrate into a single database. Strong communication skills to relate the results of data findings in layman terms that peers can understand. Strong commitment to delivering the highest level of customer service. Ability to develop and maintain effective working relationships with administration, faculty, and staff. Ability to collect and compile data independently and respond immediately to complex requests.

Qualifications:

Expected – Bachelor's degree or higher in relevant field of study such as social science, mathematics, statistics, computer science or business management discipline or an equivalent combination of education and experience in a related position in a higher education institution. Experience in planning, designing and conducting research, including statistical techniques and statistical software packages as well as knowledge of survey methodology and Web-based survey software.

Preferred – Experience with data research in Higher Education and use of POISE and/or Strategic Planning Online (SPOL).

Application Closing: Open until filled.

Employment Date: To be determined.

Salary: Up to a maximum of \$48,000 dependent upon experience.

Benefits: Group Health and Life Ins. (90+ day waiting period for Health), Educational Retirement, Disability/Dental Ins. (opt.), Social Security.

Application Procedure/Information: This is a security sensitive position. To be considered for this position a Grayson County College application, letter of application, résumé, official transcripts, and three professional reference letters must be submitted. Please send to: Human Resources Department, Grayson County College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.