JOB TITLE: Research Analyst
DEPARTMENT: Office in Support of Institutional Effectiveness
STATUS: Reports to Dean of the Office in Support of Institutional Effectiveness
REPORTS TO: The Research Analyst is responsible for advanced data collection and analytic support for campus-wide research, assessment, and evaluation activities. This will involve designing and conducting research to evaluate institutional planning issues, collecting, managing, and analyzing data, and interpreting and presenting results to internal and external constituents.

JOB RESPONSIBILITIES

The Research Analyst shall:

- Be responsible for data analysis relating to institutional planning issues including accreditation, student success, retention, student equity, institutional effectiveness, instruction, student services, program review, grant projects, community characteristics, and other related special projects
- Oversee collaborations with University colleagues to implement institutional research projects, collect and analyze data, assess trends, and disseminate results
- Develop and implement a comprehensive plan for the identification, analysis, and communication of critical information and data to support the College’s strategic and operational goals
- Identify, design, and execute quantitative, qualitative, and survey research projects, including design, implementation, analysis, and reporting
- Determine data requirements and generate data-driven responses for mandated reporting to federal and state government and accrediting associations (e.g. Integrated Postsecondary Education Data Systems (IPEDS), WASC Senior Colleges and University Commission (WSCUC), etc.)
- Make sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, and students
- Lead, schedule, and/or participate in meetings and committees as needed or required
- Manage ongoing preparation of reports, summarizing data and analyses that present results in a clear and concise manner for multiple audiences, including the creation of clear and effective charts and tables
- Design a variety of methods for disseminating key performance data about the University including reports, dashboards, scorecards, and other methods
- Serve as an analysis expert on campus providing guidance and support for faculty research projects (scholarly, clinical, and educationally focused) as needed
• Assists the Dean in developing, updating, and providing training to faculty, staff, and all University constituents to promote awareness and understanding in the IE and assessment processes relating to collecting, interpreting, and using data for further institutional improvement
• Document query and report criteria and processes to ensure consistent application of methodology in future projects
• Supervise student workers
• Additional tasks as assigned

Other Essential Job Functions
In addition to the job responsibilities described above, the Research Analyst will be expected to exhibit the following skills:
• Data management skills
• Ability to manipulate large data sets using SPSS, R, and Excel (or other related software)
• Ability to extract data from databases; experience with Cognos a plus
• Excellent writing and communication skills
• Ability to present assessment results to various audiences via PowerPoint, or through the preparation of research briefs or reports
• Display a high degree of discretion regarding institutional data and related information
• Detail-oriented and ability to remain organized and prioritize multiple deadlines
• Ability to work independently and be a resourceful problem solver in order to complete assignments and projects as per defined timelines

Expectations of SCU Employees
The SCU President’s Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in The Advantage, by Patrick Lencioni.

SCU Core Values:
1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual’s passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual’s path to accomplishment. At SCU, grit is the “Sprinting the Marathon” mindset that we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environments. ([http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.htm](http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.htm))

3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.
**SCU Permission-to-Play Values:**
1) Respect
2) Integrity
3) Emotional intelligence
4) Team player
5) Accountability
6) Collegiality
7) Authenticity

**SCU Aspirational Values:**
1) Evidence based
2) Passion
3) Extra mile
4) Integrative
5) Adaptability

**Common Profile Qualities:**
1) Customer service focused
2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
3) A belief that no task that improves the University is beneath us/servant leadership
4) Be an ambassador of the brand
5) Be a part of recruitment
6) Resource innovator

**Profile-Specific Qualities By Category:**

1.) They promote positivity and teamwork
   a. They actively work to build up teams and break down silos
   b. They actively work to be part of the solution
   c. They actively work to empower themselves and their teammates, working together in decision making processes

2.) They see how they can affect the bigger picture
   a. They understand how their role helps to build the future of integrative healthcare
   b. They pay attention to the details

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**JOBS SPECIFICATIONS:**

**EDUCATION:**
- A Master’s degree in Education or a comparable field required with a strong quantitative background. A Ph.D. or Ed.D. with a strong research component is preferred. Extensive experience in higher education research &/or institutional effectiveness may be considered in lieu of educational credentials

**EXPERIENCE:**
- 5 years of working with imperfect data and unstructured questions and identifying and implementing appropriate analysis methods
- Ability to present results effectively to non-technical audience

**TECHNICAL:**
- Knowledge of SPSS, Stata, SAS, &/or R or Python
- Knowledge of inferential statistics, research design, and measurement theory, including ability to conduct validity and reliability studies
- Proficiency with Microsoft Office applications

**ABILITIES:**
- Strong organizational skills
- Detail oriented and accurate, with ability to multi-task
- Excellent communication and customer service skills
- Ability to think and act strategically
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