UCP VII – Institutional Research Analyst II
Office of Institutional Research (OIR)
Functional Job Description

Characteristic Duties and Responsibilities

In addition to the analyst functions listed in the University’s generic job description, the duties uniquely for Office of Institutional Research (OIR) include:

- Collects, organizes, analyzes, interprets, and presents a broad range of data from a variety of computer systems and other sources to measure effectiveness and efficiency of the University and its organizational units, programs, and services.
- Initiates and develops computer programming to retrieve, merge, and report information from multiple databases, systems, and electronic files for useful academic planning, assessment, and decision-making.
- Creates useful summaries and analyses on higher education issues through a variety of computer software, including Oracle and PeopleSoft inquiry and reporting tools, SPSS/SAS, BRIO, Excel, and Visual Basic. Knowledge of SQL and JavaScript is a plus.
- Implements computer techniques to streamline institutional research projects and reports previously relying on data entry, editing, proofing, and formatting tasks.
- Provides statistical, analytical, and computer programming assistance and leadership to institutional research projects. Projects include prediction, estimation, comparison, benchmarking, surveys, web applications, and other activities, as needed.
- Utilizes and improves data in PeopleSoft, mainframe, and executive information systems for student, staffing, and financial data inquiries, extracts, summaries, and analyses.
- Revises and improves assessment, effectiveness, and efficiency indicators for the University in collegial arrangement with other OIR staff, department heads, administrators, and University decision makers.
- Provides ad hoc analyses, reports, and data on University issues, as needed.
- Serves as a resource for higher education topics related to institutional research, including institutional and unit effectiveness, program review, program evaluation, accreditation, benchmarking, student outcomes, departmental reputation, faculty scholarship, faculty workload, and the University missions of instruction, research, and service.
- Effectively meets deadlines for projects and manages multi-tasks accurately and efficiently.

Qualifications/Skills Needed for the Analyst Position

- Master’s degree in educational research, policy administration, statistics, social science or a closely related field.
- Three years of progressively more responsible experience in institutional research or applied higher education research, preferably in a college environment.
- Advanced experience with Excel, Excel macros, and Visual Basic applications.
- Advanced experience with inquiry and reporting tools relevant to UConn computer systems and data warehouses of student, staffing, and financial data, including but not limited to PeopleSoft and FOCUS environments.
- Advanced experience in analytical and statistical summaries and presentations; fluency in SPSS and SAS.
- Excellent communication skills – oral, written, numerical, narrative, graphical.
- Experience with and knowledge of higher education policy and planning issues.
- Experience with information systems containing higher education data.

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