

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: INSTITUTIONAL RESEARCH ANALYST I

Reports To: Office of Institutional Analysis

UW Job Code: 3511

UW Job Family: 32 – Administrative Support

SOC Code: 13-1111

FLSA: Exempt

Pay Grade: 21

Date: 5-4-18 (revised 7-2-20)

JOB PURPOSE:

Under supervision, research, compile, and disseminate institutional data and other information to internal and external constituents for the reporting needs of UW to support administrative planning, decision-making, research objectives and relevant regulations. Maintain information systems, databases and processes to support institutional activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Formulate and prepare official institutional information for internal and/or external queries and requests for institutional data and statistics on a wide range of issues, including university information, student characteristics (enrollment, degrees, retention, etc.), faculty characteristics, employment/benefits, financial information and projections.
- Prepare the results of analytical studies tailoring quantitative research results for a variety of audiences.
- Assist with the data collection and participation in a wide variety of national surveys.
- Participate in the development and implementation of a broad range of research assessment, program review, enrollment management, and accreditation processes, as appropriate to the objectives of the position; provide support, and help facilitate the integration of processes and findings into institutional planning and decision-making.
- Use longitudinal databases and information warehouses in the context of evolving requirements regarding reporting institutional information.
- Assist with the preparation of research reports using varied data resources for presentation, print, and/or electronic distribution.
- Write documentation for projects and processes.
- Work with other staff to coordinate work and provide technical assistance, as assigned.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Quality Orientation
- Innovation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **At least 1-year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong interpersonal and communication skills, both orally and in writing, plus the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to use software to manipulate, summarize, and produce reports from multiple, large, complex data sets.
- Ability to analyze data, utilize visualization techniques, and generate reports for large-scale data systems, definitions, and procedures.
- Skill in the use of personal computers and related software applications.
- Broad knowledge of statistical data collection, analysis, tracking, and reporting systems, methods, and techniques.
- Ability to design and administer computer programs to answer institutional inquiries.
- Broad knowledge of database applications.
- Broad knowledge of spreadsheet, word processing, presentation and graphics applications.
- Ability to translate technical information into user-friendly documentation.
- Ability to meet multiple and conflicting project timelines and objectives.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

DISTINGUISHING FEATURES:

The Institutional Research Analyst classification series is used within the Office of Institutional Analysis and consists of three levels. To progress from one level to the next, the employee will have demonstrated acceptable performance at previous career ladder levels.

Institutional Research Analyst I: Entry-level position

This is the first level of a three-level series. This level is distinguished from the next higher level by working from well-defined guidelines under the supervision of a higher-level research analyst or supervisor. Work is reviewed for accuracy and completeness. Employees assist in all aspects of an analytical study from gathering information to drafting a final report. There is an absence of responsibility for projects requiring advanced data analysis and policy considerations. Progression from the IRA I to IRA II requires at least three years of experience in a data analysis-related field and has demonstrated proficiency in all essential duties.

Institutional Research Analyst II: Professional level position

This is the second level of a three-level series. This level is distinguished from the lower level by having responsibility for projects that require advanced understanding of data and planning while under the general supervision of a higher-level research analyst or supervisor. This level is distinguished from the higher level by the absence of responsibility for planning new projects, initiating and devising procedures for special research projects, and providing team leadership to lower-level analysts in performing research activities. Employees in this class work with a higher level of technical expertise and substantial independent judgment. Progression from an IRA II to an IRA III typically requires at least four years of working at the IRA II level. Incumbent should demonstrate proven ability in all functions and competencies.

Institutional Research Analyst III: Senior-level position

This is the third level of a three-level series. This level is distinguished from the lower levels by increased responsibility for initiating and developing new projects, devising research procedures, providing team leadership, advanced technical expertise, and managing projects independently. At this level, employees are involved in major issues analysis and serve regularly as consultants to top management and administration.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.