Job Description

Job Title: Institutional Research Analyst

Job ID: 17479

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Hostos Community College is one of the 23 colleges in The City University of New York (CUNY) system. Located in the South Bronx, Hostos serves a diverse student population, many of whom are the first in their family to attend college. The Office of Institutional Research and Student Assessment (OIRSA) provides continuous data to the college's executive level on a variety of student issues, including performance, retention, and graduation as well as ongoing performance related to the Strategic and Operational Plans.

Reporting directly to the Director of OIRSA, the Institutional Research Analyst is responsible for analyzing and maintaining the data in the College Institutional Research Office. Specific duties include the following:
- Collects, analyzes, maintains, and reports statistical institutional data and information online and in print.
- Coordinates administration, data collection, and production of periodic reports and materials required for program reviews.
- Responds to periodic external surveys to ensure timely and accurate reporting.
- Conducts statistical research studies focusing on student recruitment, enrollment, retention, admissions, and financial aid.
- Maintains selected databases and document libraries, soliciting and implementing regular updates and ensuring data quality and completeness.
- Responds to time critical ad-hoc requests for data and information, both internally and externally.
- May consult with faculty and students in the design of databases for research projects.

QUALIFICATIONS

Bachelor's Degree required.

The following qualifications are preferred:
- Excellent written and oral communication skills
- At least one year educational research experience in a higher education environment
- Proficiency in Microsoft Office to include Word, Excel, Power Point, and Access
- Extreme attention to detail and the ability to work confidentially with sensitive data
- Proficiency in statistical software packages such as R, SPSS, or similar
- Ability to multi-task, prioritize, and complete tasks in a timely manner
- Analytical and problem solving skills
- Communication and interpersonal skills

- Basic understanding or relational database properties

CUNY TITLE OVERVIEW

Assists with Institutional Research projects, data, and reports.

- Coordinates the design and maintenance of Institutional Research databases.

- Works with large complex data sets, including exporting/importing from various sources, cleaning data files, and maintaining historical records.

- Assists with the design, production and administration of survey instruments, analyzing quantitative and qualitative data.

- Prepares and runs reports for internal and external constituents.

- Works with others in the College community to assure high-quality information and reporting.

- Performs related duties as assigned.

Job Title Name: Institutional Research Analyst

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$44,308 - $58,787; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin October 25, 2017.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional