



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Research Analyst
POSITION NO.	502400
LOCATION	Knight Campus
REPORTS TO	Director of Institutional Research and Effectiveness
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

The Office of Institutional Effectiveness at CCRI is a strategic partner in creating an environment that promotes and supports the use of data and analytics and action research to guide decision-making and institutional improvement. The Research Analyst will perform research, administrative and analytical duties in order to assist the Director of Institutional Research and Analytics in making operational, planning, and management decisions for the College. The Research Analyst will work independently and manage research projects with minimal supervision.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment
- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life experiences
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

Data Analysis and Reporting:

- Collect, analyze, and report data for both internal and external communities with little to no supervision
- Maintain compliance with IPEDS and other federal and state reporting requirements with minimal supervision
- Respond to requests for information from publishers of college guidebooks and other surveys
- Provide responses to ongoing and ad hoc requests for institutional information
- Utilize knowledge of research techniques, including planning studies and investigations, determining variables, developing bibliographical and other sources of data, and preparing research reports
- Utilize knowledge of statistical principles and procedures, sampling, and survey techniques
- Provide expertise, strategic guidance on survey development, distribution, and analysis to stakeholders across the college with minimal supervision
- MS Office, Argos, Ellucian Banner, DegreeWorks, DegreeWorks Transit, Qualtrics or comparable software packages
- Serve as SignalVine lead for other areas of the college. Run and maintain daily reporting for admissions

Communicating and Presenting Data:

- Update the Office Factbook
- Develop and maintain the Office website
- Prepare and deliver presentations of research findings
- Hold meetings and presents findings with little to no supervision
- Effectively present findings to core clients in executive summaries
- Effectively and independently gather, compile, and analyze research data and present data in tabular, pictorial, and graphic form
- Prepare clear and comprehensive reports

- Utilize MS Office or comparable software packages

Departmental Support:

- Perform other related duties as required or as assigned by the Director or Associate Vice President of Impact and Institutional Effectiveness
- Communicate effectively both orally and in writing; utilize excellent organizational skills
- Establish and maintain cooperative working relationships
- Anticipate and proactively identify the needs of clients or analysis to benefit the college
- Peer review analysis and reports of other analysts, and director as needed
- Participate in and facilitate team professional development

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in business administration, computer science, mathematics, psychology, or other quantitative and research-oriented fields

PREFERRED QUALIFICATIONS:

- A minimum of two years of experience in a research/analytic setting; and experience with query or statistics packages

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.