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| Class No.:     |                                                                                                          |
| Original Date: |                                                                                                          |
| Revision Date: | January 2000<br>May 2005<br>October 2013<br>December 2015 (minor revisions)<br>May 2017<br>February 2021 |
| Pay Group:     | 26                                                                                                       |

## **CLASS SPECIFICATION**

### **INSTITUTIONAL RESEARCH ANALYST**

#### **NATURE AND SCOPE OF WORK**

This is technical, statistical and administrative work. This role is primarily responsible for collecting, compiling, verifying, manipulating and auditing electronic and manual data into a variety of reporting formats to meet both external Ministry reporting requirements and internal University reporting needs, often for sensitive Board/Executive decision processes. This position is responsible for monitoring and maintaining specialized databases, developing procedures for the efficient use of data from multiple sources, providing analytical support for effective information use to various administrative areas related to enrolment management, strategic planning, accountability reporting, and other relevant key performance metrics.

The position includes administrative duties with regard to the operations of the department's planning and research activities. The Institutional Research Analyst may also conduct projects as assigned by leadership and answer ad hoc requests for information as well as anticipate future information needs. Participating on various institutional teams and committees, the Research Analyst interacts with faculty and staff, students, government representatives, other internal and external constituents, and deals with confidential and sensitive information. The role reports to the Director of Strategy and Analytics.

#### **ILLUSTRATIVE EXAMPLES OF DUTIES**

- Develops and supports student information and automated reporting systems (e.g. ERP: Banner, Continuing Education Database, Data Warehouse, Data Mart and MS-Access) for institutional reporting and institutional research.
- Designs and models unified information flows and structures (e.g. data warehouse, data mart, analytical applications).
- Extracts, validates, manipulates and organizes data from a variety of complex electronic and non-electronic data bases or information sources.
- Designs and prepares a variety of statistical tables and reports, including identifying the methodologies for obtaining information, setting up report display, and vetting accuracy.



- Performs statistical analysis of findings, prepares reports containing sensitive internal performance indicator measures to meet internal and Ministry reporting requirements, and presents findings.
- Performs the function of the major University resource person in responding to a variety of internal and external requests for information and in the production of statistical response reporting.
- Performs the function of the major University resource person in the preparation of survey instruments including planning, formatting, question design and analysis.
- Provides leadership on important committees.
- Liaises with other stakeholders to ensure common definitions, data consistency, and common methodologies for accurate institutional reporting.
- Assists with developing institutional research studies on issues impacting student success, designing and producing reports; ensuring accuracy and timely completion of projects.
- Provides statistical and other resource support for institutional evaluation processes at the University.
- Liaises with internal committees and departments, students, external agencies and individuals, other educational institutions, and Ministry representatives.
- May be required to represent the University on Provincial Committees, external organizations and bodies.
- Maintains electronic data exchange systems (e.g. SQL and Oracle) with other educational institutions and the Ministry.
- Composes correspondence of a routine and non-routine nature.
- Plans, organizes and implements work schedules to meet deadlines, and ensures that confidentiality is maintained.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake).
- Performs other duties related to the qualifications and requirements of the position.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Extensive knowledge of networked computers and software applications, including the use and



integration of word processing, spreadsheet and database, specifically Microsoft Access application.

- Thorough knowledge of techniques to integrate computer applications to external systems and the ability to facilitate the conversions and communication between systems.

Thorough knowledge of statistical analysis, the preparation of statistical reports and the graphical presentation of statistical data, including thorough knowledge of inferential statistics and their application to institutional research.

- Demonstrated aptitude for data extraction.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Thorough knowledge of statistical software (e.g. SPSS) and business intelligent tools including ETL process.
- Thorough knowledge of student information systems such as ERP: Banner.
- Demonstrated ability to deal with faculty, staff, and administrators across the University as well as other external and internal stakeholders.
- Thorough knowledge of survey design techniques and the reporting of survey results.
- Ability to extract, manipulate and analyze complex data.
- Effective writing and presentation skills and the ability to convey technical and statistical information to a non-technical audience.
- Ability to demonstrate numeracy skills including the ability to perform arithmetical functions with speed and accuracy.
- Ability to perform complex work with a high degree of accuracy.
- Ability to manage projects and to work on multiple complex projects.
- Ability to exercise a high level of independent judgment in data decision making.
- Ability to maintain sustained attention to detail.
- Ability to communicate effectively, in both oral and written form.



- Ability to work well under pressure and to plan, organize and implement work schedules to effectively meet deadlines and system requirements.
- Ability to establish and maintain effective working relationships with other employees, students, external agencies and the general public.
- Ability to work in a team environment.
- Ability to maintain confidentiality.
- Skill in accurate data entry, data integrity, and data analysis for institutional reporting.

#### **REQUIRED TRAINING AND EXPERIENCE**

- Master's degree in a discipline that focuses on statistical development and analysis, including courses in data analysis, statistical analysis, quantitative research and business analysis.
- 1 year of related work experience directly related to data analysis, statistical analysis and reporting.

#### **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- None