

Class No.:	
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CLASS SPECIFICATION

INSTITUTIONAL RESEARCH ANALYST (ASSESSMENT FACILITATOR)

NATURE AND SCOPE OF WORK

This is technical, statistical and administrative work. The incumbent is primarily responsible for the development and collection of University program and non-academic University unit data, and monitors the development of that data for the purposes of program learning outcomes assessment and program improvement. Facilitating professional development events is an important part of this role.

This position oversees and coordinates other data collection, analysis, verification and reporting conducted by the Office of Institutional Research and ensures that Ministry and University reporting needs are met, often for sensitive Board/Executive decision processes.

The incumbent is responsible for creating and distributing surveys, analyzing data, coordinating the submission of institutional effectiveness documentation, maintaining internal websites, monitoring compliance with accreditation requirements, and supporting staff in faculty units with the goal of continuous improvement.

This position reports to the Manager, Academic Initiatives & Planning. This position will also assist with implementing University-wide student learning outcomes assessments in each school and program.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Provides leadership to faculty and staff by assisting to define goals, meet target dates and ensure alignment with institutional mission, to facilitate the continuous improvement of academic programs and support services.
- Collaborates with faculty members and program coordinators to plan program assessment.
- Creates appropriate program learning outcomes, data collection tools, and data analysis strategies.

- Oversees the preparation of survey instruments including planning, formatting, question design and analysis, in conjunction with other IRA's. Coordinates specialized ad hoc surveys as required.
- Collects, compiles, analyzes, and reports on confidential academic and non-academic program data for the purposes of assessment and improvement. Maintains strict confidentiality and security of this data to protect integrity of information and reputation of the University.
- Coordinates the completion and the submission of reports and plans, including those compiled by other IRA's, as required for institutional effectiveness.
- Facilitates professional development workshops relating to institutional effectiveness, survey research, data analysis and data visualization.
- Conducts onsite monitoring to assess the educational effectiveness and progress, and to determine compliance with NWCCU accreditation requirements.
- May be required to attend meetings of University Committee's or to provide input respecting University projects, relating to academic and support services.
- 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

- Demonstrated strong leadership skills to facilitate and coordinate teamwork among faculty, staff and administrators.
- Ability to facilitate training sessions related to institutional assessment, curriculum mapping, learning outcomes, data collection, and data analysis.
- Ability to maintain a high degree of confidentiality and to handle sensitive issues with tact and diplomacy.
- Ability to establish and maintain effective working relationships with other employees, faculty members, students, external agencies, and the general public.
- Extensive knowledge of computers and software applications, including statistical software such as SPSS, Access, Excel, word processing, survey design software, and presentation graphics.
- Thorough knowledge of statistical analysis, the preparation of statistical reports and the graphical presentation of statistical data.
- Thorough knowledge of survey design techniques and the reporting of survey results.
- Ability to extract, manipulate, and analyze complex data, and to perform complex work with a high degree of efficiency and accuracy.
- Ability to manage multiple complex projects.
- Ability to exercise a high level of independent judgment in data decision making.
- 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.

REQUIRED TRAINING AND EXPERIENCE

- Completion of Bachelor Degree in education, social science, educational research, statistics, information management, or business, including courses in statistical analysis and quantitative research.
- Three years of related experience directly related to designing and conducting large statistical/analytical studies utilizing quantitative and qualitative techniques including work experience in a post-secondary educational environment.

REQUIRED LICENSES, CERTIFICATIONS AND REGISTRATIONS

- None