

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2018**

**RESEARCH ANALYST**

**FLSA STATUS: NON-EXEMPT - PAY GRADE: 13 – C**

**JOB FAMILY: STUDENT SERVICES – JOB FUNCTION: STUDENT SERVICES**

**GENERAL STATEMENT OF JOB**

A Research Analyst assists in the design, development, and management of institutional research projects. An analyst supports the development and dissemination of analytical data related to academic programs, strategic planning, accreditation, and enrollment trends.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Access, format, and manipulate student, instructional, and institutional data using relational database and related applications to produce standardized datasets for further statistical analysis.

Verify and maintain internal data files and datasets used for various student analytics and research reports and updates.

Demonstrate familiarity with and the ability to use common web, client-server, and network applications (e.g., MS SharePoint) and formats/devices/ techniques (e.g., blogs, wikis, etc.) to present and update commonly used information and reports.

Develop and disseminate student, instructional, and institutional program reports; maintain and administer records of survey and research activities.

Prepare, review, and/or edit various stages of development data files for required internal research and reporting purposes.

Gather historical data and perform enrollment trend analysis for assigned areas within program development and assessment.

Participate in the conceptual development of research projects, consulting with academic/instructional deans to plan, design, and execute research projects and special report requests.

Consult with and advise program managers on campus in interpretation of academic data (FTE, enrollments, completions, etc.).

Compile data for various meetings and special reports, and for the annual program review.

Access, manipulate, and summarize individual student and program level success data to assess the effectiveness of instructional and related services supporting student goal attainment as well as key related stakeholder expectations and outcomes directly related to goals of the college.

Perform other related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate administrator, or designee.

**SUPERVISION EXERCISED**

May act in a lead capacity directing support staff or student assistants, as assigned.

**MINIMUM QUALIFICATIONS**

Requires a bachelor's degree from an accredited institution and three (3) years of related experience.

**PREFERRED QUALIFICATIONS**

A bachelor's degree in statistics, mathematics, marketing research, information management or related field from an accredited institution with three (3) years of related experience. Experience in collecting, analyzing and applying data. Competent at manipulating large data sets, statistical techniques, predictive modeling, logistic regression, decision trees and neural networks.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 01/2000; Revised: 10/2009; 01/2019