

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2012**

**SENIOR RESEARCH ANALYST**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 16 – C**

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

**GENERAL STATEMENT OF JOB**

The Senior Research Analyst participates as a member of the Student Analytics and Research department providing data extraction, data management and research support. This position designs, develops and maintains computer applications to obtain and analyze data relating to student trends. Consults with users to identify and develop system specifications for ad hoc and routine reporting systems.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Meet with users to analyze data needs and provide advice and guidance to fulfill request specifications and ensure satisfaction with requested reports.

Provide expertise regarding the nature of student data and the business processes that govern its collection, storage and use.

Participate in the conceptual development of research projects.

Design, develop, create and verify critical College data reports.

Support other departments by extracting and summarizing data for specific departmental use.

Design, modify, develop, write and implement software applications in SQL and MS Access for easy access to routine reports.

Evaluate feasibility of obtaining appropriate data from PeopleSoft and other existing systems; identify the best data to use.

Check extracted data for quality, accuracy and appropriateness of use.

Participate in the development and testing process for critical PeopleSoft batch jobs including planning input and output parameters; job execution; output review; modification suggestions.

Write efficient SQL Server scripts to mine data from multiple large databases of student information; extract large flat file data sets from PeopleSoft; set up regular processes to pull repeated data sets for student data reports and ad hoc report requests.

Interface with IT/College Data Reporting to coordinate research and reporting efforts.

Convert files of different data types into and out of readable files for analysis and reporting.

Document, develop and implement file management system storing, protecting and retrieving data files.

Review data requests and assign department personnel to complete requests.

Construction, testing, validation and manipulation of MS Access database applications used for data manipulation and reporting.

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Create pivot tables to display data sorted along multiple dimensions.

Maintain current knowledge of commonly used concepts, practices and procedures related to data mining, SQL query language, MS Access, MS Excel and student analytics.

Support, maintain and document SQL query language system for obtaining student data from PeopleSoft.

Provide analytics support for critical projects.

Perform related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate administrator.

### **SUPERVISION EXERCISED**

Employee acts in a lead capacity.

### **MINIMUM QUALIFICATIONS**

Requires a bachelor's degree from an accredited institution and five (5) years of related experience.

### **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.

### SENIOR RESEARCH ANALYST – Page 3

**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).

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

Effective: 4/12