CLEARY UNIVERSITY
Institutional Research Analyst

Summary of Basic Job Function:
Provide strategic leadership for gathering and analyzing institutional data; develop and assess systems to obtain and use key institutional data, including assessment data.

Characteristic Duties and Responsibilities:

1. Directs and manages institutional research projects to assess short and long-range institutional needs, including studies required for assessment of student outcomes, accreditation, enrollment management, program review, student and staff demographics, and other ongoing efforts to measure educational and institutional effectiveness.
2. Develops and implements research projects, including selecting appropriate research designs, collecting and analyzing data, preparing narrative reports and presenting research results to various audiences.
3. Develop queries, reports, and reporting processes to improve the understanding of key University data.
4. Utilizes emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
5. Interpret data results using a variety of analytical techniques ranging from simple data aggregation to more complex data mining.
6. Maintain and improve the enrollment forecast model to increase accuracy to support institutional planning.
7. Maintain and improve the University’s Balanced Scorecard to provide accurate and timely data to staff on key processes. Analyze trend data. Communicate results.
8. Research external benchmarking data for comparison to institutional data.
9. Retrieve, assemble, and analyze institutional data for internal process analysis and planning.
10. Assist the Records Office staff to respond to data requests for internal and external (IPEDS) reporting.
11. Serve as the key holder for the input of data related to the Higher Learning Commission (HLC) Annual Institutional Update and related HLC reporting.

Supervises: Functional: Student interns, CWS, WTL students
Administrative: Student interns, CWS, WTL students

Supervised by: Assistant Vice President, Academic Services

Minimum Requirements:
Bachelor’s degree in Statistics, Mathematics, Business Analytics, or closely related field and 3-5 years of professional work experience is

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required. Experience is in Higher Education is preferred. Familiarity with reporting tools, SQL, SAS, and relational databases are highly desired. Written and verbal communication skills are essential.

**To Apply:** Send cover letter & resume to Dawn Fiser, Assistant VP Academic Services
dfiser@cleary.edu