**Job Template: Institutional Research Analyst**

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Path</td>
<td>Institutional Research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Institutional Research Analyst</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Code</th>
<th>FLSA Status</th>
<th>Job Category</th>
<th>Job Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>B40000</td>
<td>E</td>
<td>P</td>
<td>3</td>
</tr>
</tbody>
</table>

**P3: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

**Incumbents:**

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

→ **Supervision Received**
  - Works under limited supervision.

→ **Context of Decisions**
  - Utilizes general departmental guidelines to develop resolutions outside the standard practice.

→ **Job Controls**
  - Possesses considerable freedom from technical and administrative oversight while the work is in progress.
  - Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
  - Serves as the advanced resource to whom more junior employees go to for technical guidance.
**Job Template: Institutional Research Analyst**

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Path</td>
<td>Institutional Research</td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td>Institutional Research Analyst</td>
</tr>
<tr>
<td><strong>Job Code</strong></td>
<td>B40000</td>
</tr>
<tr>
<td><strong>FLSA Status</strong></td>
<td>E</td>
</tr>
<tr>
<td><strong>Job Category</strong></td>
<td>P</td>
</tr>
<tr>
<td><strong>Job Level</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPLEXITY AND PROBLEM SOLVING**

→ **Range of issues**
- Handles a variety of work situations that are cyclical in character, with occasionally complex situations.
- Issues are regularly varied.
- Problems tend to be technical or programmatic in nature.

→ **Course of Resolution**
- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience.

→ **Measure of Creativity**
- Issues are solvable through deep technical know-how and imaginative workarounds.
- Most of the obstacles, issues, or concerns encountered require considering alternative practice or policy interpretation.

**COMMUNICATION EXPECTATIONS**

→ **Manner of Delivery and Content**
- Regularly provides information on finished materials to others.

**SCOPE AND MEASURABLE EFFECT**

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents have an indirect impact on a larger action or process, such as serving as a single component in an approval process, where the process is “owned” by a different work unit.
- May be designated to guide or organize the work of several employees within the unit.
**Job Template: Institutional Research Analyst**

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Path</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Title</td>
<td>Institutional Research Analyst</td>
</tr>
</tbody>
</table>

**Job Code** | B40000 | **FLSA Status** | E | **Job Category** | P | **Job Level** | 3 |

**GENERAL SUMMARY**

Assists with compiling, building, and maintaining the database(s) for planning, decision-making, publication, and compliance with government regulations purposes. Further assists with the generation and analysis of data-utilizing queries.

**REPORTING RELATIONSHIPS AND TEAM WORK**

Works under general supervision of a supervisor or manager.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Collects, maintains, analyzes, reports, and presents data relating to institutional characteristic, strategic planning, accreditation, enrollment, staffing, degrees, and certificates awarded.
- Audits and maintains official reporting files. Identifies discrepancies, researches issues, and recommends procedure changes to avoid future problems.
- Designs, develops, implements, and/or coordinates methods and procedures of gathering, summarizing, reporting, producing, and distributing information as an aid in administrative planning.
- Analyzes, interprets, and synthesizes data received from a variety of University and external sources.
- Generates periodic and special reports and narratives, surveys, forecasts, and trend analyses. Provides information and statistics in response to authorized requests from on and off campus.
- Keeps abreast of developments and trends, which may require new studies or modification of current projects or practices.
- Consults with computer programmer/analysts in designing and maintaining information systems and databases for data analysis, studies, reports and other data needs.
- Composes and disseminates instructional and explanatory information as needed.
- Performs related work as required.
Job Template: Institutional Research Analyst

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Path</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Title</td>
<td>Institutional Research Analyst</td>
</tr>
<tr>
<td>Job Code</td>
<td>B40000</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>E</td>
</tr>
<tr>
<td>Job Category</td>
<td>P</td>
</tr>
<tr>
<td>Job Level</td>
<td>3</td>
</tr>
</tbody>
</table>

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field.
- Two to three years of related experience.

COMPETENCIES

Knowledge of:

- Institutional research data content
- Institutional research reporting
- Institutional research developments and trends
- Statistical analysis and techniques
- Microsoft Office and related software applications
- SAS, SPSS, SQL and other related statistical software

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Identify data and reporting needs of the University
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Design and develop survey instruments
- Collect, analyze, and interpret various types of data
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management
### P5: Level Standards

#### GENERAL ROLE

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of specialization.
- Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

#### INDEPENDENCE AND DECISION-MAKING

- **Supervision Received**
  - Works under direction.
  - Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

- **Context of Decisions**
  - Decisions are driven by office/departmental policy and procedures.

- **Job Controls**
  - Free to plan and carry out all phases of work assignments.
  - Has the latitude to make daily operational decisions.

#### COMPLEXITY AND PROBLEM SOLVING

- **Range of issues**
  - Issues tend to be operational in nature.

- **Course of Resolution**
  - Identifies issues and gathers facts.
  - Must understand the smallest details of an assigned area.
Job Template: Institutional Research Specialist

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Path</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Title</td>
<td>Institutional Research Specialist</td>
</tr>
<tr>
<td>Job Code</td>
<td>B40001</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>E</td>
</tr>
<tr>
<td>Job Category</td>
<td>P</td>
</tr>
<tr>
<td>Job Level</td>
<td>5</td>
</tr>
</tbody>
</table>

Measure of Creativity
- Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

COMMUNICATION EXPECTATIONS

Manner of Delivery and Content
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT
- Actions regularly affect a department or a project outcome with department/office impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.
Job Template: Institutional Research Specialist

**General Summary**
Proactively identifies, develops, and effectively communicates research and analytical studies to senior administrators to facilitate finding creative solutions of medium to long-term issues.

**Reporting Relationships and Team Work**
Work under direction of a supervisor or manager. Serves as a lead worker to employees who perform similar functions.

**Essential Duties & Responsibilities**
*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Identifies and develops research studies to understand the impact of emerging issues in higher education at the University of Connecticut.
- Applies exploratory and predictive analytical techniques to understand trends and patterns in enrollment management, student academic success and experiences, and auxiliary enterprises.
- Develops sensitivity analysis and scenario analysis models to understand the impact of enrollment changes on University budget and finance, space allocation, and academic competitiveness.
- Delivers final analysis to senior administration and related parties, exercising discretion in the selection of content, communication medium, and presentation.
- Serves as a resource to senior administration on institution-wide reports and analysis.
- Participates in the development of institutional research standards and protocols.
- Represents the University at conferences or meetings.
- Serves on various University committees as needed or required.
- Performs related work as required.

**Minimum Qualifications**
- Master’s degree in related field.
- Four to five years of related experience.
## Job Template: Institutional Research Specialist

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Job Path</td>
<td>Institutional Research</td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td>Institutional Research Specialist</td>
</tr>
<tr>
<td><strong>Job Code</strong></td>
<td>B40001</td>
</tr>
<tr>
<td><strong>FLSA Status</strong></td>
<td>E</td>
</tr>
<tr>
<td><strong>Job Category</strong></td>
<td>P</td>
</tr>
<tr>
<td><strong>Job Level</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

### COMPETENCIES

#### Knowledge of:
- Institutional research techniques and practices
- Programming languages
- Statistical analysis techniques and practices
- Business intelligence and reporting tools
- Microsoft Office and related software applications
- SAS, SPSS, SQL and other related statistical software

#### Skill in:
- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### Ability to:
- Work with data from multiple electronic sources
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Learn new skills and be flexible
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management