Southwest Tech POSITION DESCRIPTION

POSITION	**Institutional Research Analyst**
APPLY BY	**March 13, 2022**
HIRE DATE	**March 21, 2022**

DIVISION	College Effectiveness
REPORTS TO	College Effectiveness Director / ALO
CLASSIFICATION	Exempt, D63

SUMMARY

This position provides comprehensive institutional research services for Southwest Tech in order to enhance data-informed decision making and college effectiveness in meeting college goals. This position applies quantitative & qualitative research and statistical analysis methods to collect data and evidence of student learning to measure the effectiveness of success initiatives and activities; evaluate data, interpret results, identify emerging trends and student learning results; and translate findings into usable information and disseminate via written reports and presentations to make recommendations to improve student success. This position works directly and collaboratively with the Data Analyst in the College Effectiveness Department. This can be a remote position.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Collect, organize, and monitors data necessary to complete external surveys and ensures accurate and timely data reporting. Duties could include, but are not limited to, responsible for collecting, analyzing, and reporting IPEDS data; data for the HLC Federal Compliance reporting for accreditation; overseeing and approving data reported; developing processes to accurately and efficiently report data.
- Coordinates and organizes the components of community, college-wide, and state surveys including those required by the WTCS, new program needs assessments, HLC accreditation, course assessments, and other surveys as requested. Compiles and communicates results.
- Design and/or administer surveys directly related to project and student success, including identification of target population, sampling, procedures to be used, and development of survey instruments and materials.
- Utilize qualitative research methods (e.g., focus groups, interviews, etc.) and analyze and report qualitative data.
- Administer course evaluations, and coordinate course, program, and co-curricular assessment processes.
- Respond to individual data requests from internal/external customers, clarifying their requests when needed, and providing them with the appropriate data.
- Provides guidance to councils and teams, leadership, faculty, and staff in using and accessing data.
- Develops and conducts trainings to enhance data literacy college wide.
- Conduct analysis of data, and share findings to assist leadership, faculty, and staff to make data informed decisions.
- Research job outlook, program viability, demographic data and other information required for the support of new programs, existing program modifications, or evidence to support grant applications.
- Assists with organizing, collecting, and utilizing data and metrics essential for assessing college improvement related to college accreditation and strategic planning; work with college teams and councils to collect and report data on progress toward college goals for strategic planning, HLC required continuous improvement and provides recommendations to improve processes.
- Collects and compiles data for annual updates required by college and program accreditors for continued compliance with accreditation per guidelines and criteria by the individual entities.
- Provide training and technical support to end users of reports, cubes, and dashboards.

Must embrace Southwest Tech's College Values of learning, integrity, accountability, inclusivity, and continuous improvement.

TRAINING AND EXPERIENCE

- Bachelor's degree in data analytics, math, statistics, research or other related field from an accredited college required. Master's Preferred.
- Prefer 3-5 years' experience in institutional research, functional data area (e.g., registrar, admissions, finance, HR), or other higher education analysis and reporting entity.

KNOWLEDGE

- Excellent organizational, analytical and problem solving skills. Ability to be flexible and adaptable by shifting quickly between multiple projects;
- Commitment to meet timelines, manage projects, and perform responsibilities with minimal supervision. Knowledge of project management tools and techniques;
- Demonstrated knowledge of statistical analysis techniques and tools, research design methods, principles, and practices, and a working knowledge of market research techniques;
- Advanced mathematical and statistical methods and principles;
- Strong and demonstrated skills in data management and in the analysis of small and large datasets.
- Working knowledge of basic Data Governance principles.
- Proficiency with survey development systems including SurveyMonkey, or comparable products;
- Ability to gather and interpret data in order to create reports using appropriate data visualizations, translating the data into easy to understand formats;
- Data visualization tools, specifically with PowerBI.

SKILLS

- Demonstrated ability to work effectively with diverse populations by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity;
- Ability to organize and prioritize work to meet various deadlines.
- Facilitate problem solving using technology as a tool.
- Strong interpersonal skills, ability to communicate effectively both orally and in writing.
- Strong sense of ethics – ability to maintain confidentiality and discretion.
- Maintain a high-level quality of customer service standards in responding to end-user requests.
- An enthusiasm for learning – ability to keep abreast of trends, developments, best practices, and technologies as appropriate for this position; consults with colleagues from other institutions to learn from their experiences.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at
www.swtc.edu/jobsatswtc.

For questions regarding the application process please email Human Resources at
humanresources@swtc.edu or **608.822.2314**.

SALARY BAND: D63 $66,953 - $97,083

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809