Institutional Research Analyst - 37429-1A

Position Summary:

Founded in 1965, the UCI Henry Samueli School of Engineering educates more than 4,600 students with an integrative approach that blends fundamentals, research and hands-on experience. Comprised of six academic departments and 162 faculty, the school aims to unleash innovation, create opportunities and inspire ingenuity.

The Institutional Research Analyst performs research, analysis, and reporting that supports school academic planning, strategic decision-making, enrollment management, and program assessment. Collects, analyzes, and interprets a wide variety of data about the School and its external environment for the purposes of assessing institutional outcomes, measuring institutional performance against strategic planning goals, comparative analysis with peer institutions, and reporting to campus constituencies and external agencies. The Institutional Research Analyst reports to the Assistant Dean & Chief of Staff and is responsible for institutional research management. This position provides consultative support for curriculum policy and implementation, course scheduling, program accreditation, undergraduate admissions, and the execution and coordination of activities related to researching data, collecting and analyzing data, data systems development, report generation, and recommending and implementing academic policy. Incumbent must work cooperatively with multiple entities and
constituencies, both internal and external to the University of California. The incumbent designs, implements, and utilizes information systems required for analysis and reporting: performs cross-sectional and longitudinal analyses; decides what data should be collected for each assignment and how the collection should be done; gathers the data; analyzes the data and interprets the results to find patterns and to come to conclusions; presents findings to others; and organizes and reports research results clearly and effectively in narrative, tabular, graphical, and oral modes using computer software to produce printed and electronic results. The incumbent uses advanced analytical and technical skills to manage projects of large scope that have critical and broad impact on the decisions made by school leadership. The projects are in the areas of strategic (short and long term) planning, resource management, policy implementation and administration. Analysis, problem-solving, and development of recommendations are not well-defined, requiring creativity and innovative solutions. The work done by this position has a broad impact to the School.

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<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tr>
<td>60%</td>
<td>Yes</td>
<td>Researches gathers, conducts statistical analysis, and summarizes information for research projects with a broad range of internal and external and/or current and historical information in areas including but not limited to graduate and undergraduate education, academic support, and enrollment planning issues. Perform cross-sectional and longitudinal analyses; determine what data should be collected for each assignment and how the collection should be done; design databases and custom software as appropriate.</td>
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<td>Able to synthesize complex issues and present them in a creative and non-technical manner. Prepare responses to requests for data from researchers and media that conform to all applicable federal, state, and University policies governing privacy and confidentiality. Organize and report research results clearly and effectively in narrative, tabular, graphical, and oral modes using computer software to produce printed and electronic versions. Design the format and layout of data and reports, charts, tables, and other related documents and graphics in accordance with office graphic design standards. For each project and work assignment, document the assignment's purposes, methods, assumptions, analytical procedures, and conclusions so that a colleague or new employee could perform the same research project/assignment without having to reinvent any portion of it.</td>
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<td>Serves as a unit representative both internally and externally.</td>
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<td>Work collaboratively and coordinate research efforts with other internal and external institutional personnel.</td>
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<td>Develop and implement manual and automated procedures for collecting, analyzing, and reporting qualitative and quantitative information on such topics as student retention, cohort tracking, student learning and institutional outcomes, and student placement. faculty instructional and research workload, instructor performance, academic staffing patterns, faculty-staff-student demographics, classroom utilization, school rankings, and other measures of school performance against institution or peer institution norms.</td>
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| 20 Yes | Responsible for development of data systems and custom software to support the CASA unit achieve its stated mission.  

Design and implement SQL data warehouses for manual or automated collection and analysis of a wide range of school, institutional, and non-institutional data.  

Develop custom software to facilitate data collection, analysis, and presentation, to improve school faculty and staff workflow, and to improve effectiveness of CASA and other unit functions.  

Develop and maintain programming initiatives aimed at improving infrastructure support for the Student Affairs unit, including but not limited to the unit Website, databases, teaching plan programming, ABET accreditation support, USN&WR, and ASEE.  

Develop and maintain information systems necessary to address critical school functions related to admissions, curriculum, or accreditation that are unable to be met at the institution level.  

Write and execute queries of SQL databases to retrieve information required for analysis and reporting; verify the data returned by these queries; interpret the output for use in various reports. Keep current on data query methods.  

Work collaboratively and coordinate software development efforts with other institutional personnel.  

Gather and organize analytical and factual data. Given an assignment, research the options for data collection, determine the best method for collecting data, and collect and compile data.  

Manage online surveys: compile data as received, handle communications with survey users, and troubleshoot routine user issues. Analyze open-ended survey responses.  

Maintain repositories of data and libraries of frequently-used information in anticipation of projects that will be conducted under very short timelines. |
| 20 Yes | Respond to external report requests. Complete academic institutional surveys received from other educational institutions, data-sharing consortia, |
state and federal agencies, news media, college guidebook publishers, and other surveys such as US News, College Board, Petersons, etc.

Design and maintain an integrated institutional data set to support institutional research and external reporting in support of the University’s mission. Maintain ongoing assessments of institutional quality measures for presentation to executives and senior managers.

Prepare and present presentations to Institutional Research professional associations’ events, campus committees, and other groups.

Maintain archival institutional research information

Provide daily, weekly, and/or monthly status reports to the Assistant Dean on all projects.

Define, analyze, and recommend to the Assistant Dean and or other stakeholders improvements in-office procedures and infrastructure to increase operational efficiency.

**Compensation Range:**
Commensurate with Experience

**Department Website:**
[https://engineering.uci.edu/](https://engineering.uci.edu/)

**Required:**
Bachelor’s degree in related area and / or equivalent experience / training. Analytical skill to identify issues; to determine sources of information; to gather and synthesize data from multiple sources; to find, evaluate and recommend alternative solutions to problems; to formulate logical and objective conclusions and recommendations; and to organize and summarize concepts and conclusions in both written and oral form. Strong organizational skills to track, store and retrieve documents and information. Ability to generate and maintain status reports for assigned projects. Strong software development skills; ability to design and implement relational databases and online data systems. Demonstrated experience in data query methods and knowledge of data structures. Proficiency in using SQL query tools. The incumbent must possess and exercise sound judgment and decision-making skills. Strong organizational and communication skills with the proven ability to meet project deadlines on a regular basis; flexibility to adjust to changing priorities. Strong interpersonal skills with a team player focus; ability to build interpersonal relationships with colleagues; an understanding of the cooperation an individual needs to display in an organization’s complex and diverse environment. Strong computer skills, with proficiency in the following application programs: Microsoft Word; Microsoft Excel; technical publication software (e.g. InDesign); statistical software (e.g. R, SAS,
Stata); and Internet search tools. Attention to detail; demonstrated ability to produce work of the highest quality; ability to proofread work to catch and correct errors before work is released. Ability to work independently and to keep track of a large number of on-going problems, requests, and projects. Ability to prioritize competing projects. Strong quantitative skills. Knowledge of statistical sampling and survey methodology. Ability to apply a range of standard statistical techniques in support of research studies and other assignments. Strong analytical writing and statistical background. Outstanding communication skills with the proven ability to meet project deadlines on a regular basis; flexibility to adjust to changing priorities. Responsive to requests, inquiries and or deadlines in a timely manner. 9-10 years with a BAIBS, 3-5 years with an MAIMS, or equivalent experience. Previous UC system and/or higher education experience.

Preferred:

Familiarity with ABET criteria and processes. Familiarity with UCI on-line systems including Data Warehouse. Experience in supervision within a research management context

Conditions of Employment

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - [https://hr.uci.edu/new-hire/conditions-of-employment.php](https://hr.uci.edu/new-hire/conditions-of-employment.php)

Closing Statement

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](https://hr.uci.edu/new-hire/conditions-of-employment.php).
We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming. UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu