

The University of Texas at San Antonio

Job Description

Job Title: Research Data Analyst
Code: 14505
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To gather and analyze data from various databases and sources, performing statistical and/or mathematical programming, developing reports and visual representations, developing and/or maintaining databases, and providing consultation, and technical assistance.

- Scope: Responsible for performing data analysis using statistical techniques; researches and analyzes information using multiple databases and creates reports of data and results.

Duties

- Typical
 1. Creates and refines evaluation instruments and tools
 2. Manage, reformat, enter, edit, merge and maintain data in preparation for analysis.
 3. Analyze data using statistical or mathematical software to generate descriptive statistics and develop statistical models and graphics.
 4. Review statistical output for consistency and quality
 5. Assists in the development and implementation of evaluation plans.
 6. Collects, analyzes and interprets data to evaluate program activities and components.
 7. Conduct thorough evaluations of research training programs.
 8. Communicate statistical results to supervising faculty or staff
 9. Use system reports and analyses to identify potentially problematic data, make corrections, and determine root cause for data problems from input errors or inadequate field edits, and suggest possible solutions.
 10. Performs other duties as assigned.

- Periodic:
 1. N/A

Education

Required	Preferred
Master's degree in field of study.	Ph.D. in field of study.

Other Requirements

Required	Preferred
Flexible and organized. Able to meet deadlines and coordinate multiple ongoing programs and activities.	Working knowledge of Microsoft Access.
Demonstrated excellent verbal and written communication skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of research experience with program evaluation technologies.	N/A

Equipment

Required	Preferred
Personal computers and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
General from supervisor.	May supervise part-time staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.