The University of Texas at San Antonio

Job Description

Job Title:	Research Administration Data Analyst
Code:	19122
Salary Grade:	60
FLSA Status:	Exempt
Department/Division:	Vice President for Research, Research Support
Reports To:	Director for Research Support

Summary

- <u>Function</u>: To coordinate with other members of the Office for Research, Academic Affairs and other relevant divisions of UTSA to review research data, financial information and prepare forecasts in research trends. This position will assist in the design and development of database information for decision-making, evaluation and accountability purposes.

- <u>Scope</u>: Responsible for analyzing research related data, identifying trends in institutional research performance, developing analytics aimed at expanding research productivity, and preparing reports and projections based on this analysis.

Duties

- <u>Typical</u>:
    1. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
    2. Collect, maintain and interpret data, analyze results using statistical techniques and provide ongoing reports.
    3. Acquire data from primary and secondary data sources and validate data for institutional stakeholders.
    4. Provide and coordinate collection and processing of data for various types of ad-hoc reports.
    5. Collects, process, analyze, and verifies data and data sources in support of key internal and external projects.
    6. Identify, analyze and interpret data trends or patterns in complex data sets and present to institutional stakeholders.
    7. Filter and "clean" data by reviewing reports and performance indicators to locate and correct problems, to include those related to code.
    8. Work with institutional stakeholders to validate data released to external consumers.
    9. Assist leadership in leveraging data to prioritize business and information needs.

10. Performs other duties as assigned.
- Periodic:

    1. N/A

Education

Required	Preferred
Bachelor's degree from an accredited institution in a job related discipline: Mathematics, Economics, Data Analytics, Information Systems, or Statistics.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Excellent organizational, analytical and problem-solving skills.	Knowledge of financial data analysis.
Excellent organizational skills in identifying and prioritizing work activities.	Proven ability to work well in a team setting.
Excellent verbal and written communications skills and ability to multi-task within a team oriented environment.	Proven ability to be a self-starter/independent worker.
Attention to detail and ability to deliver high quality work.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience in a position that requires data analysis or information sciences duties and responsibilities.	Five years of experience in a position that requires data analysis or information sciences duties and responsibilities.
Strong knowledge and experience with reporting packages, databases (SQL, etc.) and programming (XML, JavaScript, or ETL Framework).	Experience in an academic research administration setting.
Extensive knowledge and experience with business intelligence tools and statistical packages for analyzing databases (Excel, SPSS, SAS, and/or related).	Knowledge of UT System rules and regulations.
Technical expertise regarding data models, database design development, data mining and segmentation techniques.	

Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.	
Adept in queries, report writing and presenting findings.	

Equipment

Required	Preferred
Skilled with Microsoft Office Suite software.	Enterprise Resource Planning (ERP) Systems, On-line Analytical Reporting Tools

Working Conditions

Usual	Special
Normal office conditions.	Overtime hours occasionally required to meet deadlines

Supervision

Received	Given
General instruction and supervision from the Director.	May oversee assigned staff.

Accuracy

Proficiency in all assigned duties.

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 assuring that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.