



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Institutional Research Analyst I	<b>Job Family:</b>	Institutional Research
<b>Type:</b>	Exempt	<b>Job Code:</b>	19173
<b>Department:</b>	Institutional Research	<b>Salary Grade:</b>	62
<b>Reports to:</b>	Director, Office of Institutional Research	<b>Created/Revised:</b>	7/14/2022
<b>Work Modality:</b>	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

To provide support of institutional and unit program planning and policymaking through the design and execution of institutional research projects, analysis and reporting. Responsible for generating, gathering and analyzing data.

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### Core Responsibilities

Typical:

1. Research, plan, evaluate, and finalize methodology to fulfill projects including conferring with clients to clarify the research project.
2. Design, compile, and analyze data using analytical and statistical methods.
3. Determines data requirements, data sources and data collection methods.
4. Plan, coordinate, and complete publication of internal and external and statistical reports and surveys.
5. Distribute and catalog electronic copies of annual statistical reports.
6. Perform other duties as assigned.

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### Minimum Requirements

#### Education/Certifications

- Master's degree in Social Science Research, Economics, Educational Administration, Business Administration, Organizational Analysis, Information Science, or other research-oriented discipline.

#### Preferred Experience

- Two years in a research, analytical, or institutional planning position.

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### Knowledge Skills & Abilities

- Strong verbal and written communication and analytical skills

- Proficient with Statistical Software such as SPSS, SAS, STATA or R
  - Proficient with SQL
  - Proficient with Business Intelligence Tools
  - Criminal Background Check (CBC).
  - Personal computer and standard office equipment.
  - Intermediate experience with Business Intelligence Tools and SQL.
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## **Core Competencies**

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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## **Working Conditions**

### **Working Environment:**

- Usual office environment.

### **Physical Demands:**

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional