



The University of Texas at San Antonio™

Job Description

Job Title:	Senior Institutional Research Analyst	Job Family:	Inst. Research
Type:	Classified – Exempt	Job Code:	19178
Department:	Institutional Research	Salary Grade:	64
Reports to:	Office of Institutional Research Director	Created/Revised:	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires 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 with any questions.

Job Summary

Provide support of institutional and unit program planning and policymaking through the design, management and execution of institutional research projects, analysis, and reporting.

Core Responsibilities

1. Applies an advanced knowledge of research methodology in conducting difficult and complex institutional research studies.
2. Oversee the design, execution, analysis and evaluation of research and reporting projects.
3. Design research studies (including project scope, methodology, data sources, and analytical strategy) related to such matters as curricula, enrollment, retention, matriculation, staffing patterns, program review, student and faculty characteristics, and other related studies.
4. Select, adapt, and apply appropriate research and statistical techniques to specific areas of study.
5. Determines data requirements, data sources and data collection methods.
6. Plan, coordinate, and complete publication of internal and external and statistical reports and surveys.
7. Write technical reports to provide information, interpretation, and recommendations on research projects.
8. Communicate complex research methodology and results in written and oral format in formal and informal presentations.
9. Distributes and catalogs electronic copies of annual statistical reports.
10. Presents work-product at professional meetings.
11. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
12. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
13. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- Doctorate from an accredited university with a specialization in Applied Statistics, Social Science Research, Economics, Information Science, or other research-oriented specialization.

Experience

- Two years of experience in a research, analytical, or institutional planning position.
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Knowledge Skills & Abilities

- Strong verbal, written communication, and analytical skills
 - Proficient in SPSS or SAS
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Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

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

Working Conditions**Working Environment:**

- Office Environment.
- Personal computer and standard office equipment.

Physical Demands:

- Describe any Physical Demands of the Position