



The University of Texas at San Antonio™

Job Description

Job Title:	Institutional Research Analyst II	Job Family:	Institutional Research
Type:	Exempt	Job Code:	19203
Department:	Institutional Research	Salary Grade:	63
Reports to:	Director, Office of Institutional Research	Created/Revised:	7/14/2022
Work Modality:	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 with any questions.

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. Applies working knowledge and skill in research methodology and analysis in independently performing all phases of research studies including problem definition, study design, data collection, analysis, interpretation, and presentation of findings.

Core Responsibilities

Typical:

1. Oversee the design, execution, analysis and evaluation of research and reporting projects
2. Research, plan, evaluate, and finalize methodology to fulfill projects including conferring with clients to clarify the research project.
3. Design, compile, and analyze data using analytical and statistical methods.
4. Determines data requirements, data sources and data collection methods.
5. Plan, coordinate, and complete publication of internal and external and statistical reports and surveys.
6. Provide technical support as well as training on new or existing techniques.
7. Write technical reports to provide information, interpretation, and recommendations on research projects.
8. Perform other duties as assigned.

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.
- Doctorate may substitute for four years of experience.

Preferred Education/Certifications

- Doctorate in Social Science Research, Economics, Educational Administration, Business Administration, Organizational Analysis, Information Science, or other research-oriented discipline.

Experience

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

Preferred Experience

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

Knowledge Skills & Abilities

- Strong verbal and written communication and analytical skills.
- Proficient in Statistical Software such as SPSS, SAS, STATA or R
- Intermediate in Business Intelligence Tools Intermediate in SQL
- Criminal Background Check (CBC)
- Personal computer and standard office equipment

Core Competencies

Individual Contributor:

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

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