



The University of Texas at San Antonio™

Job Description

Job Title:	Research & Policy Analyst	Job Family:	Institutional Research
Type:	Classified - Exempt	Job Code:	19664
Department:	Graduate School	Salary Grade:	59
Reports to:	Associate Dean	Created/Revised:	06/13/22
Work Modality:	Hybrid: On-Campus & Remote		

Job Summary

To provide specialized program support in analyzing data, develop reports and presentations. The focus would be on market analysis for new programs and policies, compiling data comparable with AAU-institutions.

Core Responsibilities

1. Analyze data for market analysis and scans for driving new programs and policies.
 2. Compile data comparable with AAU-institutions.
 3. Share analysis of comparison with college and departments.
 4. Track and analyze alumni outcomes.
 5. Coordinates the research including data reporting, data management and forecasting.
 6. Creates and maintains systems, procedures and/or websites for data management.
 7. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration and Innovation.
 8. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- Bachelor's degree
- Master's degree (Preferred)

Experience

- Three years of experience in research administration, program, project or business administration
 - Similar experience in higher education. (Preferred)
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Knowledge Skills & Abilities

- Demonstrated ability to establish and maintain effective working relationships.
- Demonstrated independent decision-making and problem solving ability
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite

Core Competencies

Individual Contributor:

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

Working Conditions

Working Environment:

- Describe Working Environment of the Position
- Office Environment.
- Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.
- Occasional after hours and weekend work or overtime may be required

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, - routinely
- Walking and standing - occasionally.
- Bending and stooping – occasionally.
- Lifting and exerts up to 10 lbs. of force – occasionally
- Repetitive hand motion - routinely
- Typing/texting - routinely
- Phone - make and answer calls and messages - occasionally