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.
8. Performs other duties as assigned.

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)

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