

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Inver Hills Community College and Dakota County Technical College

Employee Name:	Position Control Number:
Department/Division: Institutional Research and Planning	Classification Title: Management Analyst 1
Prepared By: Carrie Schneider	Working Title:
<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
<input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Limited 5 years	If seasonal, list months during the season worked
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	Date Prepared: 10.26.2016

POSITION PURPOSE *(why position exists; how it helps accomplish mission of the department/division)*

This position exists to support the work of the Inver Hills Community College and Dakota County Technical College Title III Grant focused on Service, Success and Growth of Adult Learners by extracting accurate and timely data from multiple data sources and conducting research using multiple statistical techniques to gather, compile, analyze and report data. This position will also be responsible for tracking and reporting measurable objectives in the Title III Grant.

PRINCIPAL RESPONSIBILITIES AND RESULTS AT INVER HILLS COMMUNITY COLLEGE AND DAKOTA COUNTY TECHNICAL COLLEGE

1. In coordination with the Title III Grant Project Director, plan, oversee and manage the evaluation activities for the grant.
 - a. Develop and implement a comprehensive plan to assess the following:
 - i. extent to which achievement of objectives and implementation strategies have been met,
 - ii. the degree of effectiveness of the objectives and implementation strategies,
 - iii. how achievement of objectives helps to solve major problems in the grant’s Comprehensive Development Plan
 - iv. project impact on promoting growth and self-sufficiency for the colleges
 - b. Create queries and reports to meet the needs of the comprehensive evaluation plan for the grant
 - c. Work with IT to create a centralized data repository and analytical core to track student cohorts
 - d. Develop and administer appropriate assessment tools (surveys, questionnaires, etc.) as outlined in the comprehensive evaluation plan

Priority: Essential Percent of Time: 60%

2. Extract and use institutional data to create meaningful reports
 - a. Write queries and collect raw data from primary sources, records or reports to assist in the compilation of parts of major reports
 - b. Compile reports for programs with limited scope and complexity
 - c. Interpret computer output, with programming and systems personnel, and tabulate data
 - d. Document processes and procedures for data extraction by project and evaluate collection methodologies to ensure efficiency, effectiveness, and data integrity.

e. Recommend policy, procedural, and process improvements based on data.

Priority: Essential Percent of Time: 10%

3. Coordinate development, review, and administration of campus surveys and create reports to provide reliance data to meet the College's strategic needs.
 - a. Manage the administration of student surveys such as the Noel-Levitz Student Satisfaction Inventory (SSI), CCSSE, and ALI, including creating list of participant classes, creating schedules for administration, training administrators, and creating and managing communication.
 - b. Help with creation and management of internally created surveys
 - c. Work with Qualtrics as directed
 - d. Write narrative reports and/or narratives which accompany surveys to provide required information to others in an understandable manner by interpreting and explaining data, the limitations of the data, and differences in data reporting over a period of time.

Priority: Essential Percent of Time: 10%

4. Format data for communication to help with data analysis and presentation
 - a. Construct statistical or economic charts, graphs, and table to facilitate data analysis and/or to visually represent data such as trends, rates, and levels by displaying data in appropriate format and preparing data for computer analysis.

Priority: Essential Percent of Time: 10%

5. Compute data and apply statistical methods to provide information to requesting individual or organizations
 - a. Compute statistics such as employment placement, retention, persistence, satisfaction, and survey results. This includes condensing source data and/or facilitating report preparation by applying statistical methods and/or procedures and by using computer programs, calculators, computers and conversion tables.
6. Fulfill college administration and Title III Grant Project Director requests for data and progress reports
 - a. Submit monthly progress reports to the Title III Grant Project Director
 - b. Track and report on a monthly basis the amount of time worked, tasks completed and objectives met for Title III Grant

Priority: Essential Percent of Time: 5%

7. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization.
 - a. Attend training sessions and departmental/divisional and college-wide meetings as required
 - b. Represent Inver Hills Community College and Dakota County Technical College at the metro Hobsons user group meetings
 - c. Perform all other duties as assigned

Priority: Secondary Percent of Time: 5%

Priority: *Essential*=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; *Secondary*=if not essential, then responsibility is secondary; **Discretion (optional):** *A*-Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; *B*=...reports to supervisor immediately after action is taken; *C*=...makes decisions with supervisor...reports to supervisor immediately after action is taken; *D*=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications:

- Bachelor's degree with coursework in research or statistics and a minimum of
- 2 years of work-related experience
- Extensive knowledge of relational databases and experience designing and running queries
- Experience in creating and using spreadsheets
- Experience using statistical analysis software (i.e., SPSS, SAS) for research purposes
- Experience and skill in data collection and data integrity
- Experience and skill in research and analysis techniques
- A high degree of critical thinking ability, analytical ability, accuracy and attention to detail
- Planning and organizational skills with the abilities to both work independently and collaboratively
- Skill in written communication and preparation of materials and reports
- Experience/skill in communicating with a wide variety of stakeholder groups

Preferred Qualifications:

- Master's degree with coursework in research or statistics
- Program evaluation experience
- Experience writing SQL
- Project management experience
- Ability to document processes for the end user
- Experience constructing creative and innovative solutions to problems
- Ability to conceptualize, plan, and implement research projects
- Experience with writing, administering, and analyzing surveys/survey data

RELATIONSHIPS

This Position Reports to: Director of Institutional Research

Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*

The position works on a daily basis with Title III Grant Projec Director, Institutional Research Director, and Institutional Research staff. The position also works frequently with IT professionals, and other Title III Grant staff and other college staff, faculty and administrators. The positions will also, occasionally, interact with the general public, other MnSCU institutions, and local, state and federal agencies.

PROBLEM SOLVING AND CREATIVITY *(most difficult types of problems to resolve and consequence of error/non-resolution)*

Problem solving, decision-making and creative thinking are used daily in the review, analysis and synthesis of data. The ability to be creative and solve problems is essential for working with administration, faculty, and staff as well as grant-funded project teams.

Institutional integrity requires adherence to standards. However, inevitably issues associated with unique Internal client needs require this position to be able to recommend possible solutions to problems and uses that arise during conversations with these clients.

There are consequences when errors are made in this position.

FREEDOM TO ACT

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

This position has the freedom to act within the constraints of College and Student Services policies and procedures. This position also has freedom to make recommendations on policy or procedures based on the data collected and to suggest change through conversation and planning with the IRD and ir EMA. The position does not create policy, methodologies, or methods but should recommend potential options. This position reports to the Institutional Research Director.

This position is limited by MnSCU and IHC policy, providers and practices; chain-of-command; the Minnesota Code of Ethics; State and Federal Law and Rules; generally accepted recruitment and promotion practices; and ethical business practices.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

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