Downloaded from <https://www.velvetjobs.com/job-descriptions/institutional-research-analyst>

# Example of Institutional Research Analyst Job Description

Our company is hiring for an institutional research analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for institutional research analyst

* Collect, extract and analyze programmatic data from both internal and external data sources and determine factors affecting faculty recruitment, retention, development and satisfaction
* Identify trends and opportunities in faculty staffing prepare high-level reports that support fact-based informed decision making
* Interact regularly and work closely with academic units to support unit-specific faculty planning needs
* Support institutional initiatives and priorities that leverage collaborative research and transdisciplinary core development for faculty recruitment and retention via predictive modeling
* Prepare IPEDS, AAUP, CUPA-HR, U.S. News and World Report, Peterson’s Guide, Princeton Review and other surveys for external reporting
* Create and maintain faculty planning-related business intelligence solutions, procedures and standards within the Office of Planning and Decision Support and
* Plan, prepare, and produce a variety of regular and ad-hoc queries, reports, and publications to meet external reporting requirements, such as IPEDS, accrediting agencies, state reporting
* Work with colleagues throughout the University to determine information needs and identify the data to respond to those needs
* As required, performs duties of a Programmer Analyst
* Define institutional research and assessment requirements in consultation with data custodians

## Qualifications for institutional research analyst

* Ability to work collaboratively and to build collaborative relationships
* Work with colleagues with technical and non-technical backgrounds
* A minimum of three years’ experience with databases, statistical software, or other high level computer skills
* Completion of a Bachelor’s degree in Mathematics, Finance, Economics, Marketing or a related field is required
* Proficient in the use of current research databases and software systems (eg, Morningstar Direct, Zephyr StyleADVISOR, and eVestment Alliance)
* Ability to use logic to calculate data