

Norwalk Community College – Research Analyst

POSITION: RESEARCH ANALYST: Community College Professional 17

12-Month, *Grant funded*

Description: The Research Analyst supports institutional efforts to maintain and enhance a data driven-environment.

MINIMUM QUALIFICATIONS: Bachelor's degree in Educational Research, Statistics, Computer Science, Analytics, or a closely related field with a background and/or training in statistical analysis research and two years of experience in a post-secondary administrative setting.

PREFERRED QUALIFICATIONS: Master's degree preferred in Educational Research, Statistics, Computer Science, Analytics, or a closely related field with a background and/or training in statistical analysis research and two years of experience in a post-secondary administrative setting.

The successful candidate must demonstrate success in the following areas:

- SPSS, Banner (Ellucian), Microsoft Office Suite, Access and Excel as well as knowledge of Business Intelligence systems such as Tableau;
- Qualitative and quantitative data management, report writing, survey design and survey preparation;
- Writing and editing statistical reports;
- Interpreting statistical data to make meaningful decisions;
- Knowledge of Higher Education reporting requirements;
- Ability to think critically and creatively; and
- Effectively communicating in writing and verbally

In addition, the successful candidate should possess these personal skills:

- Strong organizational and time management skills;
- Ability to work independently, cooperatively and respectfully as a team member;
- Developing and maintaining effective relationships;
- Working within and meeting required guidelines/deadlines with a variety of individuals and on multiple assignments

These skills and abilities typically are acquired through a combination of education, training and experience.

Applicants who do not meet the minimum qualification as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

RESPONSIBILITIES: Under the supervision of the Director of Institutional Research, the Research Analyst develops, coordinates, implements, and evaluates a variety of research activities congruent with the mission and needs of the College. May supervise support staff, including part- and full-time employees, and other staff as assigned. This employee is required to participate in college meetings; commencement and convocation activities as well as special College meetings.

Salary: \$ 58,035.00 including excellent State health and fringe benefits.

Closing date for applications is September 18 , 2015 .

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Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish, Title IX Coordinator, cdevonish@norwalk.edu 203 857 7016 and Fran Apfel, 504/ADA Coordinator, fapfel@norwalk.edu, 203 857 7192, Norwalk Community College, 188 Richards Avenue Norwalk, CT 06854.

Norwalk Community College is an affirmative action/equal opportunity employer, M/F. Protected group members are encouraged to apply.

All employment, if offered, is contingent upon proof of citizenship of eligibility under the requirements of the Immigration Reform and Control Act (IRCA) and a background screening.