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University of Montevallo  
**Institutional Research Analyst**  
Position Description

**Staff Position:** Institutional Research Analyst

**Department:** Institutional Research, Planning, and Assessment (IRPA)

**College or Division:** Office of the President

**Reports To:** Director of Institutional Research, Planning and Assessment

**Summary:** The Institutional Research Analyst is a vital member of the IRPA team and is responsible for the collection, analysis, and reporting of official University data to both internal and external constituencies. The Research Analyst will collect, analyze, and report on institutional data, in support of strategic planning, institutional effectiveness, accreditation, and decision-making. She/he will design and update institutional data archives and produce periodic ad-hoc reports to support campus-wide information needs.

**Minimum Requirements:** The position requires a master's degree in Educational Research, Information Systems, or related field with 3 to 5 years of IR experience preferred. Experience with querying data from relational databases and proficiency with statistical packages/spreadsheet software required. A demonstrated ability as a self-starter with the ability to prioritize multiple projects and meet strict deadlines as part of a fast-paced problem solving team. Strong attention to detail and excellent organizational skills are a must.

**Specific Duties and Responsibilities:**

- Receive and manage the response to internal and external data requests.
- Ensure the integrity of data, analysis, and reporting methodologies.
- Establish and manage the University of Montevallo's official statistical data repository.
- Maintain the University's mandatory federal and state reporting data (includes IPEDS, Title IV, Title II, ACHE, and other data).
- Direct the collection, maintenance, and distribution of campus data.
- Supply data and statistical reports in support of strategic management, accreditation, and other University assessment requirements.
- Assist in the design, dissemination, and analysis of surveys and other assessment mechanisms.
- Identify sources of data and coordinate retrieval of data in response to specific requests.
- Supervise support personnel in cooperation with the Director of IRPA.
- Serve as consultant and/or liaison to various committees and task forces.
- Interpret statistical reports for internal and external stakeholders.
- Perform other related duties as assigned.

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