Institutional Research Analyst

Reporting to the Vice President for Academic Affairs, the Institutional Research (IR) Analyst is responsible for creating assessment instruments, collecting and compiling data, developing reports, providing analyses, assisting with state and federal reporting requirements and maintaining college-wide databases. The IR Analyst will closely collaborate with the Record's Office and Information Technology colleagues to support the work of senior level administrators, faculty, and staff on both internal and external projects.

Responsibilities include:

- Provide data in support of forecasting the resource needs of Academic Affairs and other functional areas of the college
- Develop and maintain survey guidance and guidelines for use by campus community
- Build reports for core metrics, federal reporting requirements, and program reviews
- Develop datasets and summary reports in response to ad-hoc requests from the campus community
- Design assessments and provide analysis for grant sponsored programs
- Maintain the integrity of databases: ensure accuracy of data, develop error reports, and fix data errors and inconsistencies
- Assist with survey tool development, administration and analysis
- Assist in computer systems/software upgrades and implementation of new systems/software as appropriate
- Utilize advanced data visualization techniques to track key performance indicators
- Provide benchmarking and assessment outcomes of strategic initiatives
- Assist with market research on market positioning, price sensitivity, academic program demand, competition factors, college search behaviors, demographic trends, etc.
- Other duties as assigned

Required Qualifications:

- Minimum of a Bachelor's Degree required, with degree and/or coursework in computer science, information systems, mathematics, statistics, data science, or other related discipline(s) preferred.
- 3-5 years' minimum experience with relational database management and query writing using SQL or similar tools.
- Proficiency in the use of data analytics/business intelligence platforms, i.e., Tableau, Microsoft BI and Rapid Insights.
- Proficiency in the use of survey management tools, i.e., SurveyMonkey and Qualtrics.

- Experience with programming languages, such as Python.
- Familiar with data query tools, statistical analyses, and data management systems. Such tools include but are not limited to Technolutions Slate CRM, MS Access, MS Excel, Argos Reporting tool, Ellucian Banner ERP and PowerCampus.
- Proficiency with Microsoft Office suite software, with advanced skills in Excel.
- Proficiency with institutional research, project management, enrollment administrative systems, and CRM products.
- Ability to adapt to a changing environment and handle multiple priorities.
- Excellent oral and written communication skills.
- Ability to interact with individuals at all levels and work as a team.
- Strong initiative and end-user oriented.

Application Process:

Human Resources will accept applications on a rolling basis until the position is filled. It will begin to narrow the candidate pool immediately. The new director will be invited to begin immediately. Applications should be submitted (MS Word or Adobe PDF) **Click link to apply for position** here **or go to** employment opportunities.

Contact Human Resources with additional questions.

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Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the college's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any college program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.