

Arizona Christian University
Position Description

Position Title:	Institutional Research Analyst	Date Updated:	8-15-2017
Reports to:	Provost and Chief Operating Officer	Department:	Institutional Research
		FSLA Status:	Exempt/Salary - level 1
Position Summary:			
This position is responsible for collecting, processing, and reporting on institutional data.			
Prerequisite Qualifications:			
<p>A. Education: Bachelor’s degree in math, statistics, accounting, IT, Computer Science preferred.</p> <p>B. Experience: This is an entry level position</p> <p>C. Skills, Knowledge, and Abilities: Strong communication skills in working with varied groups. Data collection, statistical manipulation, and analytic skills required, SQL experience is extremely valuable.</p> <p>D. Personal relationship with Jesus Christ and involvement in a local church community High ethical standards.</p>			
Duties, Tasks, Responsibilities			
<p>The Institutional Research Analyst provides answers or raw data in response to institutional requests for data analytics and analysis, prepares and submits reports to internal customers and assists the University’s Assessment Analyst in preparing and submitting institutional reports and data required by the Department of Education, Accreditation groups, and data collection requirements like IPEDS and NSSE. Duties include, but are not limited to, extracting and synthesizing data from the college CRM (Jenzabar); using appropriate statistical software; analyzing data; collaborating with University personnel; creating appropriate data visualizations for various presentations and reports, and performing other duties as assigned by the supervisor. The Programmer-Analyst is responsible for maintaining the confidentiality of personal and institutional data.</p>			
Working Conditions:			
<ul style="list-style-type: none"> • Predominately works at desk/computer workstation. • Lifts, carries or otherwise moves and positions objects weighing up to 30 pounds. • Frequently moves about the office to collaborate with colleagues. • Must be able to walk, stand, and sit for extended periods of time. • Must be able to read, speak, and communicate with co-workers and supervisors. 			