Position: Institutional Research Analyst

Major Function

Reporting to the Registrar and Director of Institutional Research, this exempt staff person works as a team member to support the mission and functions of Millsaps College, Institutional Research and the Office of Records by ensuring quality in collecting, extracting, analyzing, reporting, interpreting, and distributing pertinent institutional data and information about Millsaps to internal and external entities. Integrity, confidentiality, consistency, responsiveness, reliability, and general knowledge of academic policies and of the College as a whole are hallmarks. As for all Millsaps employees, this person must ensure that every interaction results in an experience that reflects well on Millsaps College, Institutional Research and the Office of Records.

Qualifications

- Bachelor’s degree in an analytical field such as Mathematics, Educational Research, Statistics, Psychology, Computer Science, Accounting, or related field which has an emphasis in information management, research methodology, statistics and/or computer science
- Experience in creating data queries to gather data. Experience with SQL and/or SAP Business Objects a plus
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Access)
- Ability and willingness to learn new tools and technologies, such as Colleague, SPSS, and SQL
- Excellent work ethic and detail-oriented work practices: Follows the Association of Institutional Research (AIR) Code of Ethics and Professional Practice (https://www.airweb.org/Membership/Pages/CodeOfEthics.aspx) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) principles of professional ethics and practice (aacrao.org/about/ethics-and-practice)
- Excellent critical thinking and problem solving skills
- Collaborative and collegial attitude
- Ability to work both independently and collaboratively in a deadline-driven environment
- Ability to communicate effectively, both orally and in writing
- Previous experience in institutional research is an advantage

Responsibilities

- Collects, analyses, and reports relevant internal/external data, including financial, enrollment, performance, retention, and completion data.
- Creates institutional reports, such as enrollment, retention, graduation, and the College’s fact book.
- Responds to requests from the Millsaps community for information as deemed necessary by the College.
- Works with relevant departments to provide accurate data in a timely fashion to external agencies and organizations, such as IPEDS, Common Data Set, U.S. News & World Report, etc.
- Tracks institutional performance against a wide range of benchmarks.
- Prepares management and trustee reports with comparative information and operating results, including an annual comprehensive analysis with comparative benchmark information.
- Conducts analyses to support college planning, enrollment management, program review and assessment, summarizing interpretations from data and presenting findings in a coherent, comprehensive format.
• Assists in accreditation efforts through data analysis, including editing/writing responses, and project planning for Southern Association for Colleges and Schools (SACSCOC).
• Completes other duties as assigned by the Registrar and Director of Institutional Research.