



# Turtle Mountain Community College

10145 BIA Road 7  
P.O. Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
[www.tm.edu](http://www.tm.edu)

## Institutional Research Analyst

**Position Title:** Institutional Research Analyst  
**Contract Term:** 12-month position  
**Accountable To:** Director of Research, Assessment & Accreditation  
**Salary:** \$43,607 - \$47,345

**Summary of Position:** This position supports the Director of Research, Assessment and Accreditation through the use of data extraction and analysis. The Institutional Research Analyst will be charged with ensuring healthy data systems across campus and supporting data requests and accessibility for those who request data. The Analyst will assist the Director in providing a centralized resource for current and historical information about the college and serve as a resource on how to use data.

### JOB CHARACTERISTICS:

**Personal Contacts:** Requires frequent/daily contact with Supervisor. Regular contact with various departments across campus.

**Supervision Received:** Director of Research, Assessment and Accreditation on a regular basis.

**Supervision Exercised:** None required.

**Essential Functions:** Must possess strong computer skills including word processing, spreadsheet and database applications.

### RESPONSIBILITIES:

- Collect, analyze, and present data as meaningful information.
- Digitizing historical records and data.
- Collaborate with campus constituents to improve data quality and consistency.
- Maintain data confidentiality and observe all FERPA regulations.
- Adhere to TMCC; grant; and Office of Institutional Research, Assessment, and Accreditation expectations in data preparation and report development.
- Maintain and document all new and existing report specifications.
- Present information in a clear, concise and understandable format.
- Collaborate and communicate with various departments and stakeholders across campus regarding assessment operations and results
- Develop, coordinate, analyze, and report on internal and external annual and special assessment surveys
- Prepare routine and ad hoc analytical/statistical reports as required
- Design reports, spreadsheets, data visualizations, and procedural documentation



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## Institutional Research Analyst

- Able to manage and merge data from various sources
- Interpret official institutional statistics for a wide variety of external agencies as well as internal constituencies
- Participate in cross-functional team projects
- Participate in institutional research projects and tasks depending on the demands and priorities of the institution.
- Maintain and monitor institutional effectiveness records and reporting through specialized applications, such as a database management system.
- Communicate institutional research information to internal and external constituents in a timely and professional manner.
- Assist with investigating and gathering information relevant to institutional research projects.
- Develop and update institutional research process and procedure documentation.
- Design, develop and update forms and publications relevant to institutional assessment.
- Coordinate events and meetings for the institutional research, assessment, and accreditation (IRAA) office.
- Provide detailed technical and functional information/support regarding institutional research functions and refer when appropriate.
- Will be the primary contact for course evaluations.
- Will field internal data requests.
- Perform other duties as required.

### **JOB REQUIREMENTS:**

#### **Knowledge:**

- Extensive knowledge of computer programs such as Word, Excel, Access and PowerPoint.
- Experience with or desire to learn business intelligence and data visualization software.
- Discretion in handling confidential information.

#### **Skills:**

- Excellent interpersonal skills in working with a variety of constituencies including students, faculty and staff.
- Highly organized and manages time to ensure timely completion of jobs.
- Problem solving skills including curiosity and perseverance.
- Communicates effectively orally and in writing.
- Strong attention to detail and accuracy.

#### **Abilities:**

- Ability to analyze, troubleshoot and solve data analysis problems.



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## Institutional Research Analyst

- Able to follow verbal and written instructions.
- Must be organized, reliable, logical and rational under pressure; highly accurate in maintenance of records; follow verbal and written instructions; establish effective working relationships.
- Ability to work on multiple tasks simultaneously.
- Ability to work in a fast-paced and deadline-driven work environment.
- Ability to address complex work projects and follow through in all phases to completion.
- Possess strong networking and communication abilities.
- Ability to work independently as well as in a team environment.
- Ability to provide a high level of customer service.
- Ability to interpret and apply policies and procedures.
- Position will occasionally require long periods of sitting and working on the computer and other office paperwork.
- Ability to occasionally lift, carry or move packages in excess of 30 lbs.
- Willingness and ability to work flexible hours to accommodate the needs of the department.
- Ability to support the institution's goals for diversity, as well as the goals and values of a tribal college.

### **EDUCATION AND EXPERIENCE:**

#### **Minimum Qualifications:**

- Minimum of a Bachelor's Degree in a relevant discipline required, such as data analytics, statistics, education with statistics and/or data sciences coursework, or related field focusing on quantitative work.
- Database and/or data analysis experience is helpful.
- Experience working with analysis and reporting software such as Excel, Access, and Adobe Acrobat.

#### **Preferred Qualifications:**

- Master's Degree in a relevant field such as data analytics, statistics, education with statistics and/or data sciences coursework, or related field focusing on quantitative work.
- 1 – 3 years of experience with database management systems and data analysis.
- Experience with surveys, data visualization tools, and with data sets of various sizes is preferred.
- Experience working in a college or university setting is desired.
- Knowledge of Turtle Mountain Band of Chippewa history and culture is desired.

Written: 10/19