



Mississippi Board of Trustees of the State Institutions of Higher Learning Position Announcement

JOB TITLE: Institutional Research Analyst

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **Institutional Research Analyst**. The Institutional Research Analyst works in the Office of Strategic Data Management which is responsible for the collection, management, and dissemination of data related to the state's public universities. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll a total of 80,516 students.

IHL offices are located in Jackson, Mississippi.

JOB SUMMARY: The incumbent accesses and queries databases to provide a variety of data to internal and external constituents; publishes print and electronic statistical publications; coordinates the collection and dissemination of developmental and intermediate data; maintains and updates the departmental website; and serves as the statewide coordinator for federal IPEDS data reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities include:

- Supports the ongoing maintenance and analysis of the IHL Board's databases.
- Updates, publishes, and disseminates a variety of print and electronic statistical publications.
- Conducts edits and audits of data submitted by constituent institutions to ensure the accuracy and integrity of data.
- Coordinates the collection, analysis, and dissemination of developmental and intermediate data.
- Works with university data groups to reach consensus on data policy, database structures, data definitions, etc.
- Accesses and queries databases to provide a variety of data to internal and external constituents.
- Maintains and updates the departmental website with publications and statistical data.
- Serves as the statewide coordinator for federal IPEDS data reporting; occasionally conducting training sessions and seminars on federal data reporting.
- Performs additional duties as necessary for the effective operation of the IHL Executive Office.



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Education and/or Experience:

- Bachelor's degree from a four year college or university, preferably in Computer Technology or Database Management; three to five years related experience and/or training; or an equivalent combination of formal training and experience.
- Extensive work experience in an information technology area; experience in a higher education or business environment is preferred.
- Extensive work experience with databases; experience with Oracle, SCT Banner, PeopleSoft or similar database program is preferred.
- Intermediate level skills in SQL programming and/or experience using SQL query software such as Toad.
- Advanced web publishing experience; familiarity with Adobe InDesign publishing software is preferred.
- Advanced level skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Knowledge of Microsoft Access is helpful.
- Demonstrated interpersonal skills involving data analysis, including customer service, analytical thinking, active-listening and problem-solving.

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of resumes will begin immediately and will continue until the position is filled. Women and minorities are urged to apply. Applications and nominations should be sent to:

**Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211**

Applications may also be emailed to: hr@mississippi.edu.

To apply for this position, submit an official [IHL Application for Employment](#) along with documents noted above. You may fax the application to 601.432.6129.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.

AA/EOE/ADA