

# Position Announcement

## **JOB TITLE: Institutional Research Analyst**

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Institutional Research Analyst**. This position reports to the Assistant Commissioner for Strategic Research. IHL is governed by a twelve-member Board of Trustees and consists of eight universities enrolling more than 95,000 students. The System office is located in Jackson, Mississippi.

### **Job Summary**

The incumbent of this position 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 documents for departmental website, and supports IPEDS data reporting.

### **Essential Functions**

Examples of work performed in this classification may include but are not limited to the following:

- Supports the ongoing maintenance and analysis of the IHL Board's data warehouse.
- Updates, publishes, and disseminates a variety of print and electronic statistical publications, including a variety of Tableau visualizations.
- 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 various 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 creates documents for departmental website with publications and statistical data.
- Supports IPEDS data reporting and disseminates federal data reporting processes and updates.
- Performs additional duties as necessary for the effective operation of the IHL Executive Office.

### **Competencies**

Critical Thinking	Judgment and Decision	Active Learning
Active Listening	Reading Comprehension	

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Education and Experience**

Preferred candidates for this position should possess the following combination of education and/or experience:

- Bachelor's degree from a four-year college or university, preferably in a discipline related to technology, information systems, quantitative analysis, social sciences, or the equivalent; 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.
- Prior experience with Oracle, SCT Banner, PeopleSoft or similar database program is preferred.
- Intermediate level skills in SQL programming with experience using SQL query software such as Toad.

- Intermediate level skills in Tableau data visualization software is preferred.
- Advanced web publishing experience; familiarity with Adobe InDesign publishing software is preferred.
- Advanced skills in Microsoft Office Suite (Word, Access, Excel, PowerPoint, Outlook) is preferred.
- Demonstrated interpersonal skills involving data analysis, including customer service, analytical thinking, active-listening and problem-solving.

### **Working Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines, shredders, and other related office equipment.

### **Mental/Physical Requirements**

- Interacting with Computers — Using computers and computer systems (including hardware and software) to program, write data queries, enter data, or process information.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to the position.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- While performing the duties of this position, the incumbent is regularly required to perform physical movements conducive to a computer-related office environment that include moving, sitting, talking, keyboarding, visually inspecting print and electronic media, etc.

### **Position type and expected hours of work**

This is a full-time, salaried, at-will position. Days and hours of work are Monday through Friday from 8:00 a.m. to 5:00 p.m. After hours may be required in rare circumstances.

### **Travel**

Some limited travel may be required for this position.

### **Application Requirements**

Completed applications should include a letter of interest, current résumé or vita; and the name, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin on May 6<sup>th</sup> and will continue until the position is filled. Women and minorities are encouraged to apply. The anticipated start date for this position will be July 1<sup>st</sup>. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

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

Applications may also be emailed to: [hr@mississippi.edu](mailto:hr@mississippi.edu) or faxed to 601.432.6129. For more information regarding IHL, visit our web site at <http://www.mississippi.edu/jobs/>

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