



JOB DESCRIPTION

TITLE:	Institutional Research Analyst
REPORTS TO:	Director of Institutional Research
DEPARTMENT:	Academic Affairs
STATUS:	Full-Time
CLASSIFICATION:	Exempt
SALARY RANGE:	\$48,000 - \$53,000

ABOUT VILLA MARIA COLLEGE:

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the “City of Good Neighbors”.

MISSION STATEMENT:

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

Diversity Equity, Inclusion & Belonging Statement:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

OUR CORE VALUES:

“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need.”

POSITION SUMMARY:

The Institutional Analyst (IR) supports Academic Affairs and college-wide effectiveness processes through the collection, analysis, and dissemination of information regarding the description and effectiveness of the College or any of its major organizational functions. The IR Analyst reports to the Director of Institutional Research and advises other senior College leaders regarding national and regional trends and practices in higher education. Collaborating with other departments within the College, the IR Analyst also develops and executes initiatives that support strategic planning and other data-driven activities at the College. The IR Analyst is expected to perform the following duties with little supervision and minimal technical and

administrative support.

ESSENTIAL RESPONSIBILITIES:

- Develop, collect, analyze, and distribute a wide variety of qualitative and quantitative institutional data to inform and support the ongoing planning processes of the College.
- Extract, transform, analyze, and summarize data using various tools.
- Ability to learn SQL scripting and perform data manipulation and analysis via Python/R or other languages.
- Provide support in the identification, integration, and preparation of large volumes of data.
- Manage and message systems to ensure data flow, accuracy, and accessibility to consumers and users.
- Establish annual institutional effectiveness and assessment reports in collaboration with the Director of Institutional Research.
- Compile and/or coordinate the timely collection of appropriate and accurate institutional data to fulfill state and federal reporting requirements and to respond to requests from other external agencies, organizations, or individuals (e.g., IPEDS, MSCHE, and other agency requirements).
- Provide support for Academic Affairs' strategic planning, institutional accreditation, and institutional assessment and evaluation processes.
- Conduct cyclical institutional surveys, as approved and reviewed by senior and program leadership and analyze results.
- Provides assistance to faculty and staff in identifying appropriate data collection methods, policies, and procedures to ensure reliable, appropriate, and legal use of institutional information and departmental leadership.
- Assist in various data literacy training for the college.
- Maintain proper documentation for office procedures and projects.
- Perform other duties as assigned.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree and two years of including research, data analysis, and information dissemination in an educational setting.
- Minimum of 3 years of experience in higher education setting in the area of institutional research, or an equivalent combination of education, training, and experience sufficient to perform the essential functions of the job.
- Ability to learn new software and program in new software.
- Excellent written and oral communication skills including presentation and facilitation skills.

WORK ENVIRONMENT:

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support.

BENEFITS OF WORKING AT VILLA:

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.