



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221
Phone: (830) 591-7330 | Fax: (830) 591-7340
swtjc.edu | human.resources@swtjc.edu

INTERNAL EMPLOYMENT OPPORTUNITY

Title: Research Analyst

Job ID: 222371013403

Campus: Uvalde

Closing Date: March 20, 2023, or Until Filled

Job Duties: Performs and coordinates campus-level research in the areas of institutional effectiveness and strategic planning; develops, conducts research, and analyzes data for decision making and policy implementation in all areas of institutional impact; prepares data visualizations and analytics; provides technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research-related activities; implements survey research projects and create electronic datasets for statistical analysis; maintains and updates applicable databases and associated documentation; Provides annual reports/dashboards for stakeholders and provides insight on trends and highlights; responds to ad hoc requests for data; Integrates information from Colleague, Zogotech, Watermark, THECB and other sources for use in internal and external reports; maintains confidentiality in all aspects of student, staff and institutional information; responsible for other duties and assignments deemed necessary to efficiently operate department office. Security-sensitive position.

Salary: Professional Schedule Group III; 12-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Master's degree or equivalent combination of education and experience strongly preferred.

Experience & Training: Two (2) years of research analysis and program evaluation experience including experience in the collection, analysis, reporting and presentation of research data in higher education; Demonstrated ability to: interact with multiple constituents and articulate complex, multifaceted issues contributing to institutional effectiveness; Knowledge of integrated student data management systems and proficiency in data warehouse build and management, such as Colleague, Canvas, Microsoft Excel, SPSS, Estudios, Informer, Tableau and/or other data visualization tools; Experience in institutional research methodology, needs assessment, strategic planning, data collection and quantitative analysis. Ability to produce accurate and replicable results and cultivate a shared knowledge base. Requires the ability to consistently perform fine detail work with accuracy and conduct data integrity checks, including troubleshooting and coordinating issues with appropriate constituents. Candidate must have quantitative and analytical sophistication to carry out duties in an effective and efficient manner. Requires the ability to handle multiple tasks, prioritize, and meet deadlines.

Additional Qualification Requirements: Requires strong interpersonal skills, including effective written and verbal communication skills, good organizational skills, and attentiveness to detail. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel may be required to other locations served by the college.

SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution