HARRISBURG AREA COMMUNITY COLLEGE  
CLASSIFICATION DESCRIPTION  

CLASSIFICATION DESCRIPTION TITLE: INSTITUTIONAL RESEARCH ANALYST  

<table>
<thead>
<tr>
<th>FLSA STATUS:</th>
<th>Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for designing surveys, drawing conclusions, and preparing reports to present data and study outcomes. Positions require the application of statistical analysis and research methods to conduct data collection, research, and analysis activities.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<td>1.</td>
<td><strong>Illustrative only – not inclusive of every task assigned to a position.</strong> Compiles data and completes reports and studies to meet institutional and external requirements covering student, faculty, courses/programs, assessment, demographics, and other factors as requested; determines type of analysis and report style needed.</td>
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<td>2.</td>
<td>Completes evaluations of faculty and other required participants; coordinates data collection activities, including scheduling and determining what data is needed.</td>
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<td>3.</td>
<td>Updates data files and creates accompanying routine reports.</td>
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<td>4.</td>
<td>Designs and conducts a variety of surveys to meet needs of college.</td>
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<td>5.</td>
<td>Oversees and administers online survey site; controls distribution, layouts, and participants.</td>
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<td>6.</td>
<td>Performs other duties as assigned.</td>
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# HARRISBURG AREA COMMUNITY COLLEGE
## CLASSIFICATION DESCRIPTION

**CLASSIFICATION DESCRIPTION TITLE: INSTITUTIONAL RESEARCH ANALYST**

### Training and Experience (positions in this class typically require):
Bachelor's degree in social science, statistics, mathematics, or a related field and two years experience in database and statistical analysis or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Licensing Requirements (positions in this class typically require):
- None Required.

### Knowledge (position requirements at entry):
Knowledge of:
- Principles of statistics and statistical software;
- Research methodology practices and principles;
- Report writing practices;
- Computer operation and related software applications;
- English grammar, spelling, and punctuation.

### Skills (position requirements at entry):
Skill in:
- Applying statistical principles and practices;
- Applying various methods of research;
- Operating a computer and related software applications;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Using proper English, grammar, punctuation, and spelling;
- Prioritizing work and performing multiple tasks;
- Preparing a variety of records, reports, documents, and forms;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### Physical Requirements:
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07