



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A04475

Date: 04.28.22

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Research Analyst

DEPARTMENT:

**Institutional Research and Assessment
Office of the Provost, Rose Hill**

POSITION SUMMARY:

Fordham University seeks a curious and conscientious Research Analyst to join the Office of Institutional Research and Assessment. The Office is responsible for extracting information from databases, reviewing data quality, and providing high quality analyses and reports to the University community and outside organizations, including IPEDS, NYSED, MSCHE, bond rating agencies, and college guides. The Office also supports operational and strategic planning and the assessment of student learning and institutional effectiveness.

RESPONSIBILITIES:

- Collaborates with a team of researchers to provide information, analyses, and interpretative guidance designed to support planning, decision-making, and operations for all divisions of the University, including analyses based on institutional data, survey research, and benchmark data.
- Supports program-level and institutional assessment and planning, using institutional data, national and in-house surveys, qualitative research, and other evidence.
- Assists in the timely and accurate completion of routine institutional reporting to the University community, external agencies (e.g., IPEDS, NYSED, US News), and to the general public (consumer information page, Fact Book) as well as regional and professional accreditations.
- Contributes to the quality and integrity of the University's key data assets.
- Supports the Office's commitment to advancing diversity, equity, and inclusion and institutional effectiveness broadly.
- Completes other tasks as assigned.

QUALIFICATIONS:

Required Qualifications:

- Bachelor's degree from a regionally accredited institution in educational research, computer science, business analytics, public administration, social science, statistics, or other quantitatively oriented discipline
- Proficiency in coding of SPSS (or similar) syntax and Microsoft Office applications
- Excellent interpersonal, written, and oral communication skills, including data visualization skills
- Experience with the management of medium to large data sets
- Understanding of research design and ability to conduct statistical analyses
- Familiarity with higher education and institutional research, institutional assessment, or related field
- Demonstrated ability to work productively with multiple stakeholders to collaboratively address complex data and analysis needs
- Outstanding organizational skills, including the ability to schedule and manage several tasks simultaneously in order to meet deadlines

Preferred Additional Qualifications:

- Master's degree or higher from a regionally accredited institution in educational research, computer science, business analytics, public administration, social science, statistics, or other quantitatively oriented discipline
- Minimum 3 years of work experience in data analysis, including the management of medium to large data sets
- Minimum 2 years of experience in institutional research, educational research, assessment, or closely related area
- Experience in construction, evaluation, and analysis of large datasets
- Demonstrated knowledge of statistical techniques, research methodology, data analysis, interpretation of results, and presentation of results through various methods and tools
- Familiarity with methods and practices in student learning assessment
- Familiarity with SQL, Ellucian Banner and other technical tools
- Familiarity with Microsoft PowerBI or other visualization tools

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

oira@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*