University of New Haven
Office of Institutional Research
Senior Research Analyst

General Statement of Duties: The Senior Research Analyst supports the Director in carrying out the functions of the Office of Institutional Research (OIR). The Office currently includes the Director, an Assistant Director, two senior research analysts, and two graduate assistants.

Job Duties include:

Primary responsibilities: Specific duties may include any of the following:

- Producing analytical reports that support the institution's strategic planning, decision making and general operations.
- Providing technical assistance to establish and manage routine reports for the university using a variety of software media.
- Ensuring accuracy of all data collected and reported, as well as organizing new data to comply with standardized historical datasets.
- Providing support to university-wide assessment activities and surveys.
- Establishing and maintaining predictive models used for retention, persistence, and admissions activities.
- Tracking student retention and persistence.
- Developing and maintaining dashboard performance metrics and reports.
- Managing daily activities relating to full and part time faculty workloads and compensation.
- Maintaining faculty data in Banner HR module.
- Preparing data for external surveys.

Minimum Requirements: Master's degree in related field plus to one to two years of experience in institutional research or a similar field is required.

- Demonstrated ability working with data
- Ability to work with large, complex datasets
- Strong attention to and tolerance for detail, balanced with the ability to see the "big picture"
- Knowledge of Excel at an intermediate or advanced level
- Demonstrated technical skills, including the ability to learn new software applications

Desired Skills:
- Ability to prepare professional-quality reports
- Experience working with Banner, Tableau, Rapid Insight, or PowerPoint or other related analytical and visual reporting software
- Ability to work with a diverse group of people in an academic setting

Excellent benefits package including tuition waiver for employee, spouse and dependents.

<u>About the University</u>
The University of New Haven is a private, top-tier comprehensive institution recognized as a national leader in experiential education. Founded in 1920 on the campus of Yale University in cooperation with Northeastern University, UNH moved to its current West Haven campus in 1960. The University provides its students with a unique combination of a solid liberal arts education and real-world, hands-on career and research opportunities. UNH enrolls approximately 6,400, including nearly 1,800 graduate students and more than 4,600 undergraduates – the majority of whom reside in University housing. Through its College of Arts and Sciences, College of Business, Henry C. Lee College of Criminal Justice and Forensic Sciences, Tagliatela College of Engineering, and University College, UNH offers 75 undergraduate and graduate degree programs. UNH students have access to more than 50 study abroad programs worldwide

and its student-athletes compete in 17 varsity sports in the NCAA Division II's highly competitive Northeast-10 Athletic Conference.

Submit cover letter and resume to:

Search Committee #13-47
University of New Haven
300 Boston Post Road • West Haven, CT 06516
via email to hrdept@newhaven.edu

Please reference the search number in the subject line of the email when submitting your information electronically

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