



**Job Title: Research Analyst**

## **CLASSIFICATION DESCRIPTION**

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**Department:** Varied  
**Pay Grade:** 109  
**FLSA Status:** Exempt  
**Remote Work Eligible:** Yes

### **JOB SUMMARY**

This position may focus on: assisting in the management and implementation of SPC's curriculum; working with student information and data; and/or collecting, analyzing and summarizing College data. Responsibilities may include: assisting in the development and management of SPC's curriculum; supporting administrative processes for reporting curriculum-related information; overseeing the technical aspects of the curriculum development and review process; maintaining the curriculum management system database; and preparing curriculum-related reports and tools. Duties may include: assisting in developing, maintaining and troubleshooting academic degree audits as well as supporting the College catalog (courses); reviewing program and course proposals submitted by academic units for technical accuracy; and ensuring compliance with state and institutional policies. Duties might also include: collecting data; analyzing datasets and preparing summaries; evaluating and verifying data reports and studies; verifying the accuracy of assigned database(s) and College reporting systems through audits; and performing the duties of supervised workers.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Communicates with administrators, faculty, staff, and deans within the assigned and related curriculum development and approval process.
- Serves as a resource on the interpretation of technical information and the implication on operations and procedures.
- Identifies and resolves issues and concerns relating to implementation, operations, policies and procedures related to the curriculum.
- Completes requested research and participates College-wide curriculum focused initiatives and special projects.
- Extracts, manipulates, and processes data utilizing a variety of resources; performs basic analyses and provides research data for internal stakeholders.

- Works with internal stakeholders on student data, academic program information, and institutional processes; coordinates and participates in Department activities with other departments.
- May create interactive dashboards, visualizations, and business tools.
- May assist in the development and management of SPC's curriculum; may prepare curriculum-related reports and tools.
- May conduct technical review of course proposals; work with team for content review and approvals; send disapproved course back for review; prepare courses for implementation; and update catalogue and state information.
- May create tools and resources for users such as warehousing documents to assist with academic and career advising.
- May review, design and produce material for websites.
- Troubleshoots problems and may troubleshoot academic degree audits.
- Expands the College's data warehouse; provides data for state and federal reporting purposes; and guides the College's acquisition and use of analytical tools.
- Supports project leadership.
- Develops analysis and reports.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in a field related to assigned area (advanced degree preferred); three (3) years of work experience in higher education, student information systems, or a related area including experience interpreting degree programs and academic requirements; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Curriculum management principles and practices;
- Current issues in higher education;
- Customer service principles;
- State and institutional policies and practices regarding higher education;
- Research design principles and practices;
- Assessment, evaluation, and measurement principles;
- Data extraction and transformation;
- Report writing practices;
- MS Word, Excel, and PowerPoint;
- Student information systems (PeopleSoft, Banner, etc.);
- Advanced mathematical and statistical methods and principles;
- Query writing principles; and
- Computers and related software applications.

#### Skills in:

- Solving problems;
- Collaborating with others;
- Delivering customer services;
- Communicating, both verbally and in writing;
- Developing and delivering presentations;
- Interacting with students, coworkers, supervisor, the general public, etc.
- Designing research methods and evaluation models;
- Planning, creating, and maintaining databases;
- Formatting and generating reports;
- Using survey tools;

- Performing mathematical and statistical calculations;
- Extracting and transforming data and information; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Ability to:**

- Serve as a resource on the interpretation of technical information and the implication on operations and procedures;
- Experience interpreting degree programs and academic requirements
- Work independently;
- Focus on accuracy and details;
- Interpret and apply applicable laws, rules, regulations, policies, and procedures;
- Maintain confidentiality;
- Demonstrate patience
- Establish and maintain effective working relationships with others;
- Manage multiple initiatives; and
- Be flexible in a changing, fast-paced environment.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<b>X</b>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<b>X</b>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<b>X</b>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<b>X</b>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<b>X</b>

Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***