

# Job Description

Position Title: Adult Basic Education Research Analyst 1

Job Family: Institutional Research

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

## Position Summary:

The Adult Basic Education (ABECC) Research Analyst 1 is responsible for coordinating and monitoring various research and data projects and initiatives supporting Adult Basic Education. Performs day-to-day management of research activities. Creates interactive reports. Evaluates, analyzes, and determines the most appropriate visualization tools to deliver reports in line with the clients' requirements.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Designs and implements research protocols. Retrieves data, provides data analyses and prepares analytical reports.
2. Develops and analyzes non-statistical and statistical data; interprets results of statistical analyses and prepares reports for occupational programs, enrollments, and student characteristics, and completes other reports as assigned.
3. Leads and completes data projects within allotted timelines and requirements, using tools and techniques such as: Excel-based analysis and reporting tools, Python for data processing, data visualization platforms (Power BI or Tableau), and working with structured datasets.
4. Ensures data accuracy and consistency by applying basic math and logical validation checks while confirming reports comply with research policies, procedures, laws, and College regulations.
5. Prepares and reconciles data for internal and external reporting.
6. Assembles and distributes a variety of department or college specific data, information, forms, and records as requested.
7. Ensures programming and coding requirements are met and correct sources are used when retrieving data.
8. Creates interactive reports and visualizations that maximize data efficiency and use across college areas while ensuring outputs are tailored to the target audience within requester-defined parameters.
9. Provides support to Directors and the AVC in the preparation and analysis of sensitive data reports, as needed.
10. Communicates data and reporting insights clearly and effectively while collaborating with coworkers, supervisors, students, and the public.
11. Demonstrates awareness of different perspectives and works effectively with people from a wide range of backgrounds to understand and respond to stakeholder needs.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Skill in analyzing data and drawing conclusions.
4. Skill in effective communication (both written and oral)
5. Skill in project management principles, processes, and techniques
6. Skill in problem solving
7. Skill in organization, coordination, and management
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
9. Ability to operate relevant equipment required to complete assigned responsibilities for the position
10. Ability to develop and maintain effective and positive working relationships

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education, Mathematics, Computer Technology, Data Analytics, Information Systems, or a closely related field of study required.
  - Up to One (1) year of related experience with data analysis and reporting.
  - One (1) to Three (3) years of related technical experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required