



Job Title	Institutional Research Analyst I, II	Job Code	AA0614, AA0619
Pay Plan	A&P	Pay Grade	17, 18
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Data Analytics and Reporting

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Data Analytics and Reporting Professionals perform statistical analyses for university reporting to internal and external bodies that facilitate decision-making, strategic planning, and University assessments.

Job Summary

Provides reporting and analytical support. Collects and analyzes data, creates and disseminates information, and prepares comprehensive and summary analyses, reports, and visualizations. Provides recommendations based on data analysis in support of University initiatives, and other ad hoc analysis and reporting as needed.

Representative Duties

1. Analytic Reporting

- Provides support for university analytic reporting needs by coordinating the design, development, visualization, and dissemination of data and information in support of University initiatives
- Extracts, stores, manipulates, and analyzes diverse data sets for use in comparative and analytic studies
- Assists with the data collection and entry of official external survey response

2. Communication

- Serves as the university-wide Data Liaison for the Academic Analytics tool
- Manages communication efforts between UCF and Academic Analytics
- Trains UCF stakeholders in the proper use and interpretation of Academic Analytics data
- Creates, maintains, and updates detailed documentation of processes, data sources, methodologies, policies, and related business processes

3. System Support

- Facilitates the creation of Faculty/Staff data warehouse table
- Assists with all internal processes regarding the Faculty Activity system
- Provides secondary support and contact for the Faculty Activity System
- Facilitates the integration of UCF data into the Academic Analytics tool and manages future refreshes of data

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.