

MURRAY STATE COLLEGE
Tishomingo, OK 73460

Job Description

Institutional Reporting and Research Analyst-Remote Option

General Description/Primary Purpose

The Institutional Reporting and Research Analyst supports informed decision-making and effectiveness across the institution. The analyst is responsible for collecting, analyzing, and reporting institutional data, primarily for state and federal compliance reporting, ad-hoc reporting requests, institutional effectiveness initiatives, grant-funded projects, and accreditation as assigned. The analyst will use data management tools to retrieve, analyze, and distribute data for institutional stakeholders. The analyst will support the college by encouraging a data-driven culture across campus through the creation of reports and data visualizations.

Classification: Full-Time Staff

Salary: Salary commensurate with qualifications, education, and experience.
Full fringe benefits are included as part of the salary package.

Appointment: 12 Month Appointment

Location: Remote Opportunity or at the Tishomingo or Ardmore campus

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

General Job Functions

1. Conduct research, analyze various data types and produce reports to support effective decision-making and policy formation within the district.
2. Collect, clean, and interpret data for internal consumption and for federal, state and/or other external agencies/organizations reporting.

3. Extract, process, and submit data from/to various systems, including, but not limited to, the OSRHE UDS, Integrated Postsecondary Education Data System (IPEDS), and Higher Learning Commission.
4. Collaborate with department heads to generate and validate state reports, federal reports, and other designated external reports as needed.
5. Collect and analyze data using software tools/packages as needed.
6. Produce and maintain documentation of data and finished products.
7. Stay abreast of changes in laws, rules, policies, and procedures.
8. Maintain knowledge of current trends, events, and emerging issues.
9. Identify information, and programs, to improve the effectiveness of the institutional research office.
10. Exercise considerable judgment and discretion in handling sensitive or confidential information
11. Develop standardized practices for collecting, analyzing, and interpreting data to ensure data accuracy and integrity in all created and disseminated reports.
12. Maintain the data standards handbook.
13. Knowledge of survey and research methods principles and best practices
14. Translate and explain complex concepts to a variety of audiences
15. Think analytically and develop solutions to problems that may be ambiguous
16. Project management, organization, and multi-tasking skills
17. Understanding and familiarity with relational databases
18. Knowledge of or willingness to learn best practices in data visualization and data communication
19. Proficiency in Microsoft Excel, Microsoft Word, and other typical business applications
20. Support the mission of the college; i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
21. Maintain a positive attitude of service toward students, co-workers, and others.
22. Develop and use assessment practices and contribute to campus-wide assessment projects.
23. Participate in Professional Development.
24. Perform other duties as may be assigned/required by supervisors.
25. Participate professional in state and regional organizations
26. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
27. Upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a; through the Department of Homeland Security as directed by MSC administrative staff and campus police.

Required Education, Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

Bachelor's degree or equivalent experience. Basic knowledge of statistics and the ability to understand and analyze quantitative information.

1. Programming experience using MS SQL and extracting data from large databases.
2. Knowledge of Microsoft Office Suite with an emphasis in Excel
3. Knowledge of federal and/or state reports and reporting procedures
4. Knowledge of applied research methodology, including statistical procedures and measurement techniques
5. Experience with a cloud-based Enterprise Resource Planning (ERP) system preferred
6. Ability to extremely detailed oriented work under minimal supervision to set priorities and meet deadlines
7. Ability to learn new software applications and coding languages, and comfort with applying new methodologies
8. Ability to work both independently and in small team settings
9. Ability to work cooperatively with other employees
10. Strong written, oral and interpersonal skills
11. Organizational and time management skills
12. Ability to create effective data visualizations

Hours:

Generally, weekday hours (Monday through Friday) will be 8:00 a.m. to 5:00 p.m. CST; however, occasional early morning, evening, and weekend hours may be necessary. Other professional activities can be scheduled in accordance with college policy and in cooperation with Vice President. Some travel for professional development will be required.

Remote Work Requirements:

Employees hired in a remote position must maintain personal high-speed internet and telephone connectivity, a professional "home office" environment for regular work, and department phone or video meetings. In addition, employees must have the ability to work without significant interruption and to have the ability to have confidential communications.

Qualification Standards:

1. **Preferred Education and Experience:** A Bachelor's degree in Computer Science, social or behavioral science, business, statistics, or related field
 - a. Experience with Ellucian Colleague
 - b. Experience with Evisions Argos, Synoptics, and Power-BI
2. **Professionalism:** Employees of Murray State College are expected to demonstrate dedication to MSC and show professional competence, integrity, and enthusiasm in performing all responsibilities.
3. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times.

4. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

Applicants must submit the following:

1. Letter of application
2. Résumé
3. Three letters of recommendation or up-to-date college placement file
4. Official transcript(s) required
5. Murray State College employment application

Submit Application to:

Human Resources
Murray State College
One Murray Campus, ADM 104
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.