Georgia State University

Job Title: Institutional Research Analyst I

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<tr>
<th>BCAT Code: 09TX58</th>
<th>Effective Date: January 1, 2007</th>
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<tbody>
<tr>
<td>Pay Grade: G13</td>
<td>FLSA Status: Non-Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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General Description
Supports the Institutional Research Associate by conducting surveys and other research activities to assess expectations, satisfaction, and engagement of students, faculty, and staff with University programs, functions, and mission.

Examples of Duties
- Supports the Academic Program Review and Support Unit Review by administering and collecting survey data.
- Disseminates survey data information to policy decision-makers.
- Administers, collects, enters, and analyzes on-going internal surveys.
- Maintains the unit webpage.
- Develops the research framework, administration, and analysis of ad hoc projects.
- Develops practical solutions to facilitate survey research.
- Develops on-line survey methodology and technology.
- Provides expertise and training for the utilization of research resources.
- May supervise graduate and student assistants.
- Performs other Research Analyst related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Scantron survey design and online administration.
- Knowledge of Microsoft Office Suite, such as Word, Excel, Powerpoint, and Access, and web design software, such as Dreamweaver, and statistical analysis programs, such as the Statistical Package for the Social Sciences (SPSS).
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Competency in quantitative analytical skills.
- Ability to multi-task and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

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The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section