

Walden University

Title: Research Analyst

Req #: laur-00007372

Job Type: Regular

Organization: Academics

Location: USA - MN - Minneapolis

Experience Level:

WALD, NSAD, KENDL

Description:

GENERAL SUMMARY

The Research Analyst role provides data analysis and reporting for the Office of Research and Assessment. This is an entry level position that supports both the Assessment and Institutional Research departments of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include: Retrieve, QA, and analyze data from Walden's student information system, course evaluation database, web-based surveys, and other data sources, in order to:

- Satisfy Federal, state, and accreditors' reporting requirements
- Internal (Walden and Laureate) requests for information
- Distribute assessment data and analyses to internal audiences
- Evaluate the effectiveness of Walden's assessment plan
- Test hypotheses related to student learning and academic program characteristics
- Manage web-based data collection processes, including surveys and eCollege-based course evaluations and gradebook data
- Develop and test new instruments, reports, and analyses using SPSS, Excel, and other tools
- Present reports and data in written and oral form.

OTHER DUTIES AND RESPONSIBILITIES

- May perform other duties and responsibilities that management may deem necessary from time to time.

Experience:

EDUCATION and/or EXPERIENCE

- Bachelor's degree with coursework in research methods and statistical analysis, preferably within the social sciences.
- Master's degree in educational research, evaluation, or psychology preferred.
- Prior experience working in higher education required.
- Ability to retrieve, analyze and present data in meaningful formats (tables, charts, graphs) to various audiences.
- Intermediate to advanced knowledge of Microsoft Excel, Access, Word, and statistical software (SPSS).
- Some experience with student information systems (such as Banner and/or Datatel Colleague) preferred.

- Experience with web-based survey, reporting, and/or online learning software preferred.
- Excellent analytical, problem solving, communication and organizational skills.
- Creative, innovative, and able to work with minimal supervision.
- Collaboration with analysts and other Walden staff and faculty.

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Jeffrey Graham

Human Resources Manager



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