

**Job Code: ..... 0857F**  
**Position#: (PSA) (E) .....**  
**Developed by: ...SM; DL**  
**Reviewed by: ...SG, DLJ**  
**Approved by: .....LK**  
**Date: .....2/14, 10/18**

**University of Rhode Island**

**Position Description**

**Title:** Research Associate/ Data Analyst III  
**Division:** Academic Affairs (Enrollment Services)  
**Reports To:** Senior Associate Director/Enrollment Services  
**Grade:** 12  
**Supervises:** N/A

**Basic Function:**

Analyze and forecast trends in all areas of Enrollment Management, including student recruitment, enrollment, retention and financial aid. Create models and projections to inform Senior Management regarding risks, opportunities and probable outcomes of recruitment and financial aid strategies designed to enhance the University's enrollment targets. This position requires the ability to work independently, manage multiple tasks and deadlines, and accurately interpret and present data.

**Essential Duties and Responsibilities:**

Analyze trends, develop detailed statistical models, and create enrollment projections.

Participate as a key member of the Enrollment Management Team in analyzing data, developing strategies, assessing effectiveness of goals and initiatives to meet University's enrollment targets.

Compile data from the University's PeopleSoft Campus Solutions database and auxiliary systems and from external sources to build reporting and analysis data sets.

Extract data from PeopleSoft and other sources.

Create and use complex data sets to analyze, model and identify trends in enrollment, retention, and financial aid utilizing statistical methods and software.

Process, clean and prepare data for statistical analysis and predictive modeling.

Work with complex data sets to analyze, model and identify trends in enrollment, retention and financial aid discounting utilizing statistical methods and software.

Create financial aid forecasting and leveraging models.

Prepare reports, tables and graphs, including a narrative description of research results.

Support University committees with a variety of research projects including yield, retention and graduation.

Collaborate closely with various offices, including, but not limited, to Institutional Research and the Budget Office.

Assist the Senior Associate Director and staff in University Computing Services with analysis and implementation of a student information data mart and a business intelligence platform such as Tableau or Cognos.

Co-chair the efforts of URI's Student Success Committee.

Coordinate Enrollment Services' "Data Sandbox" analytic sessions that are conducted several times each semester with over 40 participants regularly in attendance.

Work on and process various data and analytic requests, as often as weekly, from the State of Rhode Island or the Commissioner's Office.

Effectively collaborate with stakeholders in the community, including the Association of Public and Land-grant Universities (APLU.)

**Other Duties and Responsibilities:**

Maintain proficiency in statistical analysis tools and techniques as these evolve.

Assist Institutional Research by providing IR with data for various external surveys.

Be available to work a non-standard schedule in order to fulfill assigned duties and respond rapidly to requests for analysis with short deadlines.

Perform other duties as required.

**Licenses, Tools and Equipment:**

Personal computers, printers; word processing, database management and spreadsheet software (Excel); Internet and World Wide Web; PeopleSoft or other enterprise data systems; SPSS or similar software.

**Environmental Conditions:**

This position is not substantially exposed to adverse environmental conditions.

**Qualifications:**

**Required:** Bachelor's degree with significant coursework in statistics; minimum of two years' work-related experience performing statistical analysis using SPSS, SAS or similar software; demonstrated training in statistical theory and applied research; demonstrated work-related experience in multivariate statistics; demonstrated experience summarizing complex research and analysis into statistical reports and presentations; demonstrated ability to work with minimal supervision; demonstrated ability to handle confidential information; demonstrated ability to handle multiple tasks, establish priorities and meet deadlines; demonstrated strong interpersonal and verbal communication skills, demonstrated proficiency with written communication skills; and, demonstrated ability to work with diverse groups/populations.

**Preferred:** Master's degree; demonstrated experience in higher education, preferably working with admission, enrollment and/or financial aid data; and, demonstrated experience with PeopleSoft Campus Solutions.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**