



**Research Analyst II (full-time, 35 hours/week)
Planning, Institutional Research and Assessment
Position 102031**

The Office of Planning, Institutional Research, and Assessment facilitates the university's planning, budgetary and strategic initiatives by coordinating institutional research and assessment activities. The office serves as a comprehensive source of information about The Catholic University of America. Information and research originating within the office serves to: facilitate university planning; inform policy recommendations and decision-making; support the university's strategic plan and accreditation; and inform the planning and improvement of curricular and co-curricular experiences.

Position Summary: Apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data. Plan, develop, and conduct surveys. Analyze, interpret and summarize the meaning of survey data, determine survey objectives, and suggest or test question wording.

Essential Responsibilities Include: In collaboration with the Associate Vice President, responsible for the completion and development of ongoing university initiatives such as the *Statistical Profiles* and the *Instructional Workload Report*. Complete and submit required surveys from specialized accrediting and state agencies. Collaborate with the Deans and faculties of accredited programs to insure the accuracy and timeliness of submissions. Complete and submit required surveys from private external surveying agencies such as U.S. News and World Report, Peterson's, and the Princeton Review. Incumbent is responsible for the accuracy of data submitted to these agencies. Complete and submit required consortium/association surveys. Incumbent is responsible for the accuracy of data submitted to these agencies. Create, maintain, and analyze statistical data needed for university management, individual program accreditation, grant initiatives, and the assessment of student learning outcomes. Most projects will require incorporating data from three or more data sources / data sets. In collaboration with the Associate Vice President, conduct complex and objective research studies using appropriate statistical techniques. Responsible for developing, implementing, and evaluating all other essential functions of the office with attention to high standards and accuracy.

Minimum Qualifications: A Master's Degree is required with a minimum of 3-5 years' experience with research or assessment in higher education or a comparable environment. Advanced degree and knowledge of research and statistics, higher education policy, national surveys, and institutional data management systems. The incumbent will also possess: experience reporting data and creating tables and graphs for multiple constituencies; strong analytical, written, and verbal communication skills; and the ability to work independently and under time pressure. Expert on statistics (descriptive and inferential), research methods, statistical software (SAS, SPSS), databases, and survey design. Position requires the ability to manipulate and extract datasets from the PeopleSoft Student System. Familiarity with national educational datasets. Position requires attention to detail, high-level analytical skills, and high degree of confidentiality. Position requires the ability to handle and manipulate data information in multiple formats. Position requires the ability to manage multiple tasks and communicate with various campus constituencies.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to: CUARecruitment@cua.edu. Reference position job title in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

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