

**Analyst, Institutional Research  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=259726>

Downloaded On: Jul. 16, 2025 2:37am

Posted Jul. 15, 2025, set to expire Nov. 29, 2025

**Job Title** Analyst, Institutional Research  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Jul. 15, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Administration - Other

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**Job Description**

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**Analyst, Institutional Research**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

Analyst, Institutional Research

**Job Description Summary:**

Workday PID: Position-3-12686; Colleague PID: 323141

Performs research and data analysis to support strategic decision making, institutional goals, and assigned reporting requirements.

**Job Description:**

**Description of Duties and Tasks**

- Designs, conducts, and manages research projects; analyzes data to support strategic planning, including the following: trend analysis, program evaluation, evaluation of college initiatives, decision making, and government reporting requirements;
- Coordinates information from multiple data sources and complex reports to track performance

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metrics and compare performance against established goals.

- Uses statistical software programming language to obtain and manipulate data from institutional, proprietary, and publicly available databases.
- Conducts external and internal environmental scanning (e.g., higher education trends, labor market trends, service area population growth, and utilization of college resources).
- Develops and maintains custom computer programs, queries, reports, and dashboards to support internal and external reporting for the college community, state and federal agencies, and other external stakeholders.
- Designs and administers institutional surveys such as graduate follow-up student satisfaction, staff and faculty climate, etc. Coordinates ACC's participation in national surveys (e.g., Community College Survey of Student Engagement, Survey of Entering Student Engagement, Noel-Levitz, etc.).
- Analyzes, interprets, and prepares data to effectively communicate findings to internal and external audiences (e.g., via reports, presentations, dashboards, etc.).
- Makes recommendations regarding strategic planning, continuous improvement, effective communication to stakeholders, institutional research, and institutional effectiveness.
- Develops and implements training and technical support for members of the ACC community in strategic planning, data collection, data analysis and literacy, environmental scanning, survey design and administration, research methods, and related topics.
- Uses analytics to make data-informed predictions and prescribe recommendations or actions relating to student retention, success, and enrollment management.

### **Knowledge**

- Advanced statistical analysis methods and software.
- Survey design, methods, and analysis.
- Application/report development.
- Working knowledge of relational databases.
- Data quality initiatives and measurements.
- Higher education data.
- Governmental and other workforce and census data.
- Labor Market Information data.

### **Skills**

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- Possessing a customer-oriented and solutions-focused mindset.
- Conducting research and statistical analysis.
- Querying and extracting data from large databases.
- Writing original programming language code or macros.
- Producing data reports from complex data sets.
- Validating data and ensuring data accuracy.
- Ability to analyze, research, and manipulate data to support or justify a position, policy, or practice.
- Developing surveys and analyzing survey data.
- Using a variety of software to produce reports.
- Using a variety of data sources to respond to college wide data requests.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Able to prioritize workload effectively under pressure, handling multiple projects, and meeting deadlines.

### **Technology Skills**

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Code in a programming language such as SAS, SPSS, STATA, R, SQL or similar language.
- Use query and control languages, create complex reports, and work with report software tools, web technology, network servers, data extraction, and reporting from large databases.
- Effectively use work management and productivity tools for project management.

### **Required Work Experience**

- Two (2) years related work experience.
- Experience with statistical programming language such as SAS, SPSS, STATA, R, SQL, etc., or advanced analysis skills in Excel.

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**Preferred Work Experience**

- Three (3) years related work experience.

**Required Education**

- Bachelor's degree.

**Preferred Education**

- Master's degree or Ph.D.

**Special Requirements**

- Depending on area of specialization, may include knowledge of programs used in educational institutions and/or data warehousing and data mining.

**Physical Requirements**

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

**Safety**

- Work safely and follow safety rules.
- Report unsafe working conditions and behavior.

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- Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Salary Range (PG 124)**

\$68,731 - \$85,913

**Number of Openings:**

1

**Job Posting Close Date:**

July 26, 2025

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Analyst--Institutional-Research\\_R-7962](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Analyst--Institutional-Research_R-7962)

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Austin Community College

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