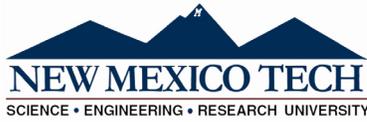


**Posted:** September 30, 2024



## POSITION ANNOUNCEMENT

**TITLE:** INSTITUTIONAL RESEARCHER

**DEPT:** INSTITUTIONAL RESEARCH

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$55,000 - \$65,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** \*            CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

The Institutional Researcher will be responsible for the statistical analysis of institutional datasets and the creation of dashboards and other visualization products to assist the end users in utilizing these analyses. They will also assist with maintaining clean and reliable databases and the compiling of reports from these databases as requested by such external entities as HED, HLC, IPEDS and internal constituencies such as the Board of Regents.

### JOBS FUNCTIONS:

Use appropriate software (e.g., Excel, Access) and databases (e.g., Banner, Slate) to assist with compiling and reporting institutional data required by state and federal regulations, agencies, accrediting bodies, and national survey organizations including but not limited to IPEDS, PED, NSSE, HLC, and HED.

Compile data for ad hoc requests including those from HED, the NM legislature, and state or federal agencies or committees, the campus community, and other outside entities.

Complete data requests from faculty, administration (including Regents), and student groups, which commonly include grant application data, enrollment management/retention data, and program assessment/review data.

Carry out statistical analyses of institutional data as needed to support such activities as strategic planning, recruiting, retention, and budgeting.

Evaluation of software necessary to develop and maintain dashboards with responsibility for their implementation.

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in mathematics, statistics, business, education, or related area. Knowledge of statistical data collection and analysis techniques. Ability to analyze statistical data, draw conclusions, and make recommendations based on results. Experience with such software as Excel, Access, Slate, and/or Tableau. Advanced computer skills, especially writing database queries. Ability to manage multiple projects simultaneously and work independently. Ability to deliver accurate results under deadline conditions.

**DESIRED QUALIFICATIONS:**

Master's Degree in mathematics, statistics, business, education, or related area. Three years of experience in higher education. Familiarity with higher education (e.g., Banner) and government databases. Familiarity with Argos. Ability to create dashboards.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

|                 |   |
|-----------------|---|
| 0 - 15 pounds   | F |
| 15 - 30 pounds  |   |
| 30 - 50 pounds  |   |
| 50 - 100 pounds |   |
| 100 + pounds    |   |

**PHYSICAL DEMANDS:**

|              |             |             |          |
|--------------|-------------|-------------|----------|
| Standing 20% | Sitting 60% | Walking 20% | Pulling  |
| Pushing      | Lifting     | Stooping    | Kneeling |
| Crawling     | Climbing    | Reaching    | Other    |

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)