



POLICY & PLANNING SPECIALIST II, #00417
(Working Title: Senior Research Analyst)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Policy and Planning Specialist II, Pay Band 5. This position will be assigned to the Office of Institutional Effectiveness, Parham Road Campus, 1651 E. Parham Road.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

Under the leadership of the director of the Office of Institutional Effectiveness (OIE), the Senior Research Analyst is responsible for fulfilling assigned routine and ad hoc requests for data and reports using the college's student information system and other data sources and software as appropriate; automating and coordinating the unit's Ask OIE system (request for data and information); serving as OIE's staff project leader to maintain the "essential college facts and figures" website and online college fact book; conducting survey research as assigned by the director; and creating/monitoring a data production and publishing schedule for IR-related data on OIE's website.

**QUALIFICATIONS
REQUIRED:**

Considerable knowledge of database programming, research methodology, statistical and analytical techniques and use of statistical analysis packages such as SAS, SPSS, or STATA. Demonstrated analytical, planning, and organizational skills. Demonstrated ability to create and modify computer programs that query from a relational database and interpret, combine, and format the data. Demonstrated ability to analyze data and develop reports for both internal and external audiences. Demonstrated ability to effectively communicate data findings via written reports, and via clear presentations to individuals and groups, utilizing creative visualization. Demonstrated ability to utilize Microsoft Office applications with advanced skills using Microsoft Excel to manipulate, summarize, and present data. Demonstrated ability to independently manage multiple projects with minimal supervision; to complete complex projects within established timeframes; and to accurately perform detailed work. Demonstrated ability to communicate effectively, orally and in writing; and to work collaboratively with a diverse group of individuals. Bachelor's degree or an equivalent combination of coursework and/or experience in programming, information systems, database applications, research methods, and/or statistical analysis is required. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Master's degree in a related field is preferred. Experience with data extraction and analysis in an educational setting, using SQL within a relational database system such as PeopleSoft or Banner; using SAS for statistical analysis; developing or maintaining web pages; and survey research are also preferred.

PAY BAND RANGE: \$43,892 - \$105,811

STARTING SALARY: Approximate starting salary, \$43,892 - \$49,343, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted through August 18, 2017.

**APPLICATION
PROCESS:**

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>.

**CONTACT
INFORMATION:**

Emily Duncan, Recruitment Coordinator
 Email: eduncan@reynolds.edu