***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Research Analyst Lead**

Job Family: Research Sub Family: Analysis - Data

**Job Summary:**

The Lead Research Analyst is responsible for providing subject matter expertise and direction in research designs and management of quantitative and qualitative data. The work primarily consists of leading analysis on data in response to research studies, and presenting the results of those analyses to internal and external stakeholders. The Lead Research Analyst independently develops and oversees research initiatives; exercises leadership in data management and analysis, and is seen as an expert in research analysis.

**Essential Functions:**

* Uses subject matter and technical expertise to identify and define research questions and data elements, and integrates them into research design. Leads the planning stages of research and introduces new statistical methodologies and research designs.
* Develop, recommend, modify, and implement policies and procedures and/or methods for research. Leads the development and formulates best practices and protocols in data collection, data quality, warehousing, analysis, and reporting including developing special forms and/or formats for analyzing and presenting data.
* Mentors less experienced members of the research team, develops training, and provides continued guidance.
* Independently cleans, validates, and analyzes research data in order to prepare research findings for publications of journal articles and grant proposals. Searches relevant literature, develops conclusions, writes reports, prepare and deliver presentations of relevant finding and conculsions, and recommends appropriate actions.
* Perform sophisticated data searches and exchanges among micro, mini, and mainframe-based statistical software applications. Establish and maintain database files, perform required data extraction through programming and reports on progress of programs, studies, and/or projects.
* Performs other related duties as assigned.

**Minimum Qualifications**

Education Bachelors in Information Management, Social Science, Public Policy, Mathematics, Statistics, Health Science or Services or in a field of study related to the research.

Experience: Three (3) years of related experience in a research environment including two (2) years in the relevant research specialization of related experience in a research environment using of SAS, STATA, SPSS, and/or Excel.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3322E

SOC Code: 152041 IPEDS: Computer

EEO6 Code: Professional State Code: 9757005

USM eCode: E30334 AAP Code: 3A