***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 Senior**

Job Family: Research Sub Family: Analysis - Data

**Job Summary:**

The Senior Research Analyst is responsible for conducting advanced analyses and support of programs to promote a culture of assessment and evidence based decision making. The Senior Research Analyst will compile and interpret research data according to standardized methods and procedures. Provide final interpretations to others.

**Essential Functions:**

* Design and conduct quantitative research projects, analyze findings, develop conclusions, develops and write reports, prepare presentations of relevant findings and conclusions, and recommends appropriate actions.
* Develop effective methods of data collection and assessment. Develops methods and tools to ensure validity and accuracy of data and compliance with quality control requirements.
* Establish and maintain database files, perform required data extraction through programming and reports on progress of programs, studies, and/or projects. Duties include performing and supervising data collection. May receive, inventory, enter, organize, and verify validty of any collection data.
* Perform sophisticated data searches and exchanges among micro, mini, and mainframe-based statistical software applications to generate standard and customized reports using statistical applications.
* Acts as lead to summarize and prepare manuscripts, presentations, and proposals by providing and presenting statistical information as tables, charts, or graphs. Reviews work of support staff and determines how analysis will be presented.
* Communicate with providers regularly as part of the most complex data collection, analysis, and reporting process.
* Provides guidance, training, and mentoring to less experience personnel in qualitative and quantitative analysis.
* Performs other 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: Two (2) years 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: E3322D

SOC Code: 152041 IPEDS: Computer

EEO6 Code: Professional State Code: 9757005

USM eCode: E30334 AAP Code: 3B