***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**

Job Family: Research Sub Family: Analysis - Data

**Job Summary:**

The Research Analyst is responsible for collecting and analyzing data for statistical studies. This position will apply statistical and mathematical models to quantify and interpret research findings.

**Essential Functions:**

* Utilize the most effective method of data collection and coding. Check validity and accuracy of data ensuring compliance with quality control requirements.
* Compile and analyze data for research programs. Coordinate and maintains data reports and database files on progress of programs, studies, and/or projects. Receives, inventories, enters, and organizes collected data.
* Prepare and present reports for presentation or submittal to sponsoring agent, Principal Investigators, and staff.
* Perform searches to generate standard and customized reports using statistical applications such as SPSS, SAS, R, STATA, and Excel. Summarize results of searches.
* Assist in the preparation of manuscripts, presentations, and proposals by providing and presenting statistical information as tables, charts, or graphs.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Two (2) years of SAS, STATA, SPSS, and/or Excel preferred.

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: E3308C

SOC Code: 152041 IPEDS: Computer

EEO6 Code: Professional State Code: 9551701

USM eCode: E30334 AAP Code: 3D