



THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

JOB DESCRIPTION

Research Analyst Strategic Planning and Analysis

**Non-Exempt
Position #100007**

ESSENTIAL FUNCTION

This individual will prepare materials required for State Regents' board and committee meetings and conduct applied research and analysis. Data produced are used to make policy decisions for the Oklahoma State System of Higher Education and fulfill ad hoc requests from the legislature, media, and public.

RESPONSIBILITIES AND DUTIES

- Review raw data, verify it for accuracy, provide analysis, and write reports that include summary tables, graphs, and charts.
- Analyze technical information from various sources and write reports, analyses, summaries, and histories as assigned.
- Research and analyze topics and write reports as assigned.
- Conduct surveys, collect data, tabulate, analyze, and display data.
- Compose correspondence to furnish or request information.
- Respond to quick-turnaround research requests from Chancellor, Vice Chancellor, Research Director, Communications staff and Legislative Affairs, and directly from Regents.
- Serve as staff liaison to local, state, and national organizations as needed.
- Review and summarize state and national reports as assigned.
- Create and maintain a variety of databases.
- Responsible for a number of annual reports, such as Student Remediation, Degrees Conferred, and Teacher Education Admission Survey.
- Other similar duties as assigned.

POSITION QUALIFICATIONS

Bachelor's degree and related research experience are required. Master's degree desired. Must have proven analytical, problem solving, organizational, and verbal and written communication skills. Must be proficient in spreadsheet and word processing applications. Knowledge of Oklahoma higher education system is desired. Experience with SPSS, SAS, or other query applications is desired.

SUPERVISION

The employee performs work under the supervision of the Director of Research and Analysis.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

**Oklahoma State Regents for Higher Education
Human Resources
Post Office Box 108850
Oklahoma City, Oklahoma 73101-8850
(405) 225-9230 (fax)
hr@osrhe.edu (e-mail)**

May 2011