Title of Position/Rank: Senior Research Analyst

Department: Institutional Research/Office of the Provost, Rose Hill

Fordham University seeks an ambitious, achievement-oriented Senior Research Analyst to extract information from databases, review data quality, and to provide high quality analyses and reports to the University community and outside organizations. You will collaborate with a team of individuals who conduct institutional research and support the assessment of student learning and institutional effectiveness. Although we do not restrict our work to quantitative analysis, we seek to maintain a staff with skills in database management, descriptive and inferential statistics, survey research, psychometrics, and assessment.

Responsibilities:
- Collaborate with a team of researchers to complete reports for governmental and accrediting agencies, bond-rating agencies, journals, foundations, and University reports and publications
- Assist in the maintenance of graduate placement data collection and reporting systems
- Gather and process data related to the new federal regulations for Gainful Employment reporting
- Monitor data quality and compliance with data standards
- Keep current with institutional research professional standards and practices
- Contribute to assessment research, including benchmark development and survey research
- Complete any other tasks as assigned

Qualifications:
- A bachelor's degree or equivalent education in a quantitatively oriented social science or related discipline (master's preferred)
- An outstanding academic record, especially in quantitative research methods
- At least 4 years of work experience in data analysis, including the management of medium to large data sets and the generation of reports from relational databases
- At least 2 years of experience in institutional research: specifically, reporting to IPEDS, NYSED, and Middle States or comparable agencies in other geographic regions
- Excellent writing and speaking skills, and strong interpersonal communication skills
- Knowledge of SPSS (or equivalent), SQL, and Microsoft Office applications
- Knowledge of the Banner student information system and business reporting software (e.g., Tableau)
- Outstanding organizational skills, including the ability to schedule and manage several tasks simultaneously in order to meet deadlines
- An uncompromising commitment to accuracy and presentation quality
- Knowledge of the goals of Jesuit education and the willingness to dedicate oneself to them

Salary: Commensurate with experience.

Start Date: 6/12/17

Send Letter, & Resume To: iroffice@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.