

<b>Job title</b>	<i>IRD and Data Analyst</i>
<b>Reports to</b>	<i>Director of Institutional Review &amp; Development</i>
<b>Department</b>	<i>Institutional Review &amp; Development</i>

## Summary

The Analyst for Institutional Review and Development, an exempt position, is responsible for reviewing, researching and processing data related to institutional compliance and institutional substantive change in areas such as constituent complaints, agency notices, progress reports, financial reports, and applications for substantive change. The analyst will review applications for substantive change, including program and curricular changes, facility additions, institutional changes to names/locations submitted by member schools to make initial determinations of compliance with accrediting standards and will assist with the maintenance of tracking systems to ensure all institutional review and development activities are completed as necessary. The Analyst will be responsible for routine maintenance of the organizational databases to include updates and changes to institutional program files in the Commission's database. The Analyst for Institutional Review and Development will draft correspondence and respond to inquiries as necessary. Other duties include preparing reports for the Commission for review during the quarterly meetings or conference calls as required.

## Duties and Responsibilities

- Review institutional applications for changes to the institution, aligned with the Standards of Accreditation, approve applications, and prepare applications for Commission review;
- Prepare the analysis of data to include, graduation and employment rates and complaint and compliance reports required by the Commission for its quarterly meetings and/or conference calls, including the assessment of applicable compliance issues, highlighting concerns, and providing notations as to which Standards of Accreditation are in question;
- Draft correspondences in order to receive additional information from member schools, when needed;
- Participate in Commission and committee meetings as assigned, and prepare materials required for committee meetings as required;
- Communicate with member institutions at all levels via electronic and written forms of correspondence; with respect to inquiries related to program and separate facility issues, and other areas as needed;
- Prepare detailed letters to institutions, to include in-dept analysis and reflection Commission actions;
- Assist with correspondence to schools, the Department of Education; and other regulatory agencies;
- Data collection and analysis to generate reports and present findings;
- Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction; and
- Other duties as assigned.

**Qualification Guidelines:**

- Bachelor's degree; Master's degree preferred;
- 2 years experience (associated with educational and/or curriculum review preferred);
- Strong writing and analysis skills;
- Ability to manage multiple projects and tasks;
- Strong communication, word processing, and database skills
- Experience with Statistical Package for Social Sciences, Microsoft Access and Sharepoint is desirable;
- Work well under tight deadlines;
- Ability to work well independently and as part of a team;
- Must be available to travel at least one to two weeks per year.

**Position Type**

This is an exempt position.