



## Job Classification Description

**Research Analyst / Academic Scheduler  
VSC-UP – PAT Bargaining Unit**

**VSC Grade 11  
Exempt**

### **BASIC FUNCTION**

Collect, analyze, report, and warehouse quantitative and qualitative data about institution's students, faculty, staff, curriculum, course offerings, and learning outcomes.

Develop and manage the academic scheduling process.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Institutional Research
  - a) Collect, analyze, and disseminate official data related to the operation of the institution. Work with data from a wide variety of areas, including student affairs, faculty, programs, personnel, facilities, and finance.
  - b) Support executive decision-making, strategic planning and evaluation, and quality enhancement.
  - c) Deliver consistent, reliable, timely and accurate data and information to internal and external customers, including as required by State & Federal Government and External Accrediting Organizations.
  - d) Independently manage multiple long term projects, maintaining accurate and detailed records and documentation.
  - e) Ensure the accurate warehousing of unit data, allowing the streamlined retrieval and analysis of aggregate data.
  - f) Regular and ad hoc reporting functions as necessary.
- Academic Scheduling
  - a) Develop, review and publish multi-campus spanning Academic Class & Final Exam Schedules, subject to constraints related to facilities, faculty availability, and programmatic requirements.
  - b) Plan, coordinate and carry out the VTC Policy 309 Curriculum Planning and Scheduling.
  - c) Analyze course offerings to minimize duplicate teaching and reduce overall cost of delivery.
  - d) Interact regularly with faculty and department chairs to clarify schedules, solve problems, maintain schedule adjustments and curriculum changes.

- e) Develop and finalize block schedules and deliver to departments; maintain schedule; amend the schedule as necessary; revise schedule every term.
- f) Manage the continuous improvement process for scheduling; analyze the process in collaboration with internal and external groups and make recommendations to academic dean and Cabinet for change and/or improvement; analyze the impact of changes.
- g) Other related duties as assigned.

### **SUPERVISION RECEIVED**

Minimal supervision is received from the Dean of Academic Affairs

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in computers, business, education, or other appropriate discipline plus two – four years of relevant administrative/technical experience in a postsecondary setting , or a combination of education and experience from which comparable knowledge and skills have been acquired.

- Strong reading, writing and math skills.
- Excellent research and analytical skills
- Excellent interpersonal and assertiveness skills needed to work effectively with faculty, staff, students, parents, alumni and outside organizations.
- Strong computer skills to work with centralized computer systems.
- Broad base of general technical knowledge/skills relating to organizing and maintaining complex computer filing and records systems desirable.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities, and qualifications of individuals assigned to the classification**