



UNIVERSITY SYSTEM  
of MARYLAND

## Job Class Specification

**TITLE:** Research Analyst  
**FLSA:** NONEXEMPT  
**EEO6:** H30  
**IPEDS-SOC:** 43-9111

**JOB CODE:** N11RAU  
**JOB TYPE:** Systemwide  
**JOB FAMILY/SERIES:** Res

**APPROVED BY:** Chancellor's Designee:  
Carolyn Skolnik, Associate Vice Chancellor

**EFFECTIVE DATE:** 10/03/2016

### 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. This position is expected to function independently and contributes to assignments and projects that require evaluation, originality, and ingenuity.

### PRIMARY DUTIES

1. Utilize the most effective method of data collection and coding. Check validity and accuracy of data ensuring compliance with quality control requirements.
2. 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.
3. Prepare and present reports for presentation or submittal to sponsoring agent, Principal Investigators, and staff.
4. Perform searches to generate standard and customized reports using statistical applications, such as SPSS, SAS, R, STATA, and Excel. Summarize results of searches.
5. Assist in the preparation of manuscripts, presentations, and proposals by providing and presenting statistical information as tables, charts, or graphs.
6. Perform other related duties as assigned.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### MINIMUM QUALIFICATIONS

**EDUCATION:** Bachelor's degree in Information Management, Social Science, Public Policy, Mathematics, Statistics, Health Sciences, or field of study related to the research.

EXPERIENCE: Prior research data analysis experience preferred. Consideration may be given for unique combination of education and experience, such as:

- Bachelor's degree in an unrelated field with at least 18 credits in a field related to the research data analysis as appropriate, or
- Bachelor's degree in unrelated field with at least one (1) year of experience in a field directly related to the data analysis, as appropriate.

OTHER: None

#### REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Skill in data abstraction and entry into study specific database software applications. Skill in statistical interpretation and data analysis using statistical software as well as spreadsheet and database software applications. Ability to understand and apply approved guidelines of varying research protocols. Knowledge of best practice in research protocols and procedures. Ability to use measurable and verifiable information for making decisions or judgements. Excellent organizational and project management skills. Ability to use a consultative approach to resolve issues in area of responsibility. Ability to gain knowledge and meet the reporting needs of the university's policies and practices for Institutional Review, Human Protections, Animal Protections and other the like. Possesses a knowledge of position requirements and able to perform position in compliance with all requirements/regulations/laws. Ability to understand and utilize scientific/medical terminology and research theory. Ability to maintain confidentiality of subjects and information obtained. Ability to maintain high standards with the work being performed and maintain awareness with trends and influences. Assumes personal responsibility for all outcomes; makes effective and timely decisions; and learn how to effectively use technology. Maintains productivity and uses knowledge strategies to increase knowledge base. Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Writes and presents information in a clear and concise way. Interprets and understands written information and is able to listen attentively to verbal and non-verbal cues that lead to a deeper understanding. Ability to work cooperatively with others and demonstrates professional, ethical, respectful, and courteous behavior when interacting with others. Capable of interacting pleasantly and positively with other to meet customer expectations, and provide follow up with customers. Ability to use measurable and verifiable information for making decisions or judgments. Skill in statistical interpretation and data analysis using statistical software as well as spreadsheet and database software applications. Possess excellent organizational and project management skills.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

#### CONDITIONS OF EMPLOYMENT

N/A