JOB DESCRIPTION

Job Title:	Institutional Research Analyst
Reporting Relationship:	Director of the Office of Institutional Effectiveness (OIE)
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. Read more.

About the Position

The Institutional Research Analyst works as part of a team in the GSU Office of Institutional Effectiveness (OIE) which is responsible for monitoring progress in matters related to Quality Enhancement and Assurance of the institute's progress in areas of teaching, research, and knowledge production, with the objective of creating the best learning environment for faculty and graduate students, and most important is ensure that the institute achieves the highest ranking possible within the global educational ranking systems. The overall mission of the OIE is to provide support through the development of a mechanism for collecting data on the institute's progress as required by UAE-CAA.

The main objective of the OIE is to enhance the institute's ranking according to the international standards of research and teaching institutions. Working collaboratively with other professionals in the OIE, academic programs and administrative units across GSU, the Research Analyst ensures the conducting of an ongoing evaluation through feedback from faculty, students, and staff, leading to constant improvement and maintenance of academic standards. The goal is to demonstrate to all stakeholders the high quality of teaching, learning, research, and publishing output of its faculty and graduate students, and to make sure they meet the standards and expectations according to the best practices in global peer institutions. This will be achieved by developing risk-based institutional and subject-for-review processes.

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The prospective candidate for the position should have a background and long-term experience and understanding of the academic quality framework, including enhancement and assurance (QE&A) mechanisms; and a commitment to promoting and developing the consistency of the institute's engagement with quality processes to enhance the student learning experience and faculty research output.

Position Summary

This position reports to the Director of Institutional Effectiveness. The objective of the Institutional Research Analyst is to support the Office of Institutional Effectiveness (OIE) in all its goals that are related to business and operational functions. The Institutional Research Analyst is responsible for gathering and analyzing institutional data and information in a timely and accurate manner. The candidate is also responsible for developing periodic reports related to institutional effectiveness and performance to internal and external stakeholders.

Key Responsibilities

- To gather and analyze institutional data and information in a timely and accurate manner
- The incumbent is also responsible for developing periodic reports related to institutional effectiveness and performance to internal and external stakeholders
- Analyze and comprehend operational organizational goals and strategies and how they relate to own function
- Implement policies, procedures, processes and techniques for efficient and timely qualitative and quantitative data collection, analysis and interpretation
- Gather, validate, and analyze quantitative and qualitative data from GSU's various functions and campuses in a timely, effective and efficient manner
- Compile data related to GSU's percentage of attraction, retention and graduation of students in all academic programs
- Work to develop GSU's fact book which comprises of general information and data about GSU including but not limited to academic programs, students, degrees conferred and facilities.
- Support the development of institutional reports to internal and external stakeholders as and when needed
- Assist with a periodical benchmarking exercise to compare GSU to similar local, regional and international peer institutions by collecting relevant external data for benchmarking different academic and administrative functions and processes
- Develop and maintain an up-to-date, accurate and comprehensive institutional database including detailed qualitative and quantitative data and relevant analyses specific to GSU
- Support with the gathering and analysis of data, and the development of relevant reports related to accreditation

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- Work closely with relevant functions and campuses across GSU to gather and provide data in a timely, effective and efficient manner, including working with the Registrar and Information Technology with the aim of improving data collection, storage, and reporting
- Support Accreditation in the accreditation and re-accreditation efforts through the compilation and analysis of data
- Prepare timely and accurate OIE reports using statistical analysis, graphs, charts, trend analysis and other data presentation tools needed to inform and support decision making in various areas of the university's operations
- Provide analytical input into self-studies for accreditation and licensure and responses to the Commission for Academic Accreditation (CAA) and the Ministry of Education (MOE) (including CHEDS reporting)
- Track student cohort enrolments, indicators of student progress and success, and completion and attrition rates
- Assist in the development of various OIE reports to facilitate understanding the analysis presented in these reports
- Design and administer surveys, questionnaires and other data collection instruments
- Maintain accurate and up-to-date databases of institutional data
- Ensure confidentiality and security of all collected data in accordance with university policies and legal requirements
- Summarize and report on the Outcomes Assessment Plan results from "closing the loop"
- Perform other related functions as assigned

Academic Qualifications

- A minimum of bachelor's degree in a relevant field is required e.g. Computer Science, Statistics, Mathematics, Business Administration, or a related field

Professional Experience

- Minimum of 5 years' experience in a similar capacity in a higher education institution

Competencies and Skills

- Statistical analysis
- Survey design and analysis
- Data dashboard reporting
- Microsoft Office Suite
- Microsoft Power BI
- Statistical Software; Stata, SPSS, Minitab, etc
- English proficiency is required. Arabic proficiency is desirable

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- Excellent oral and written communication and presentation skills

If you are interested, please submit your CV and Cover Letter via email to careers@theafricainstitute.org. Kindly include the position you are applying for in the subject line.

Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits.

GSU is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply.

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