

Finding and Hiring a Research Analyst Unicorn

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Content

1. Intro: who are your presenters?
2. The organization: where do these job duties lie in your institution?
3. The job: what does a research analyst do?
4. The skills: what are the hard and soft skills required?
5. Triple threat: an analytical mind, diverse communication skills, and adaption to institution.
6. Hiring: find that unicorn!

Your Presenters

1. Intro
2. The organization
3. The job
4. The skills
5. Triple threat
6. Hiring



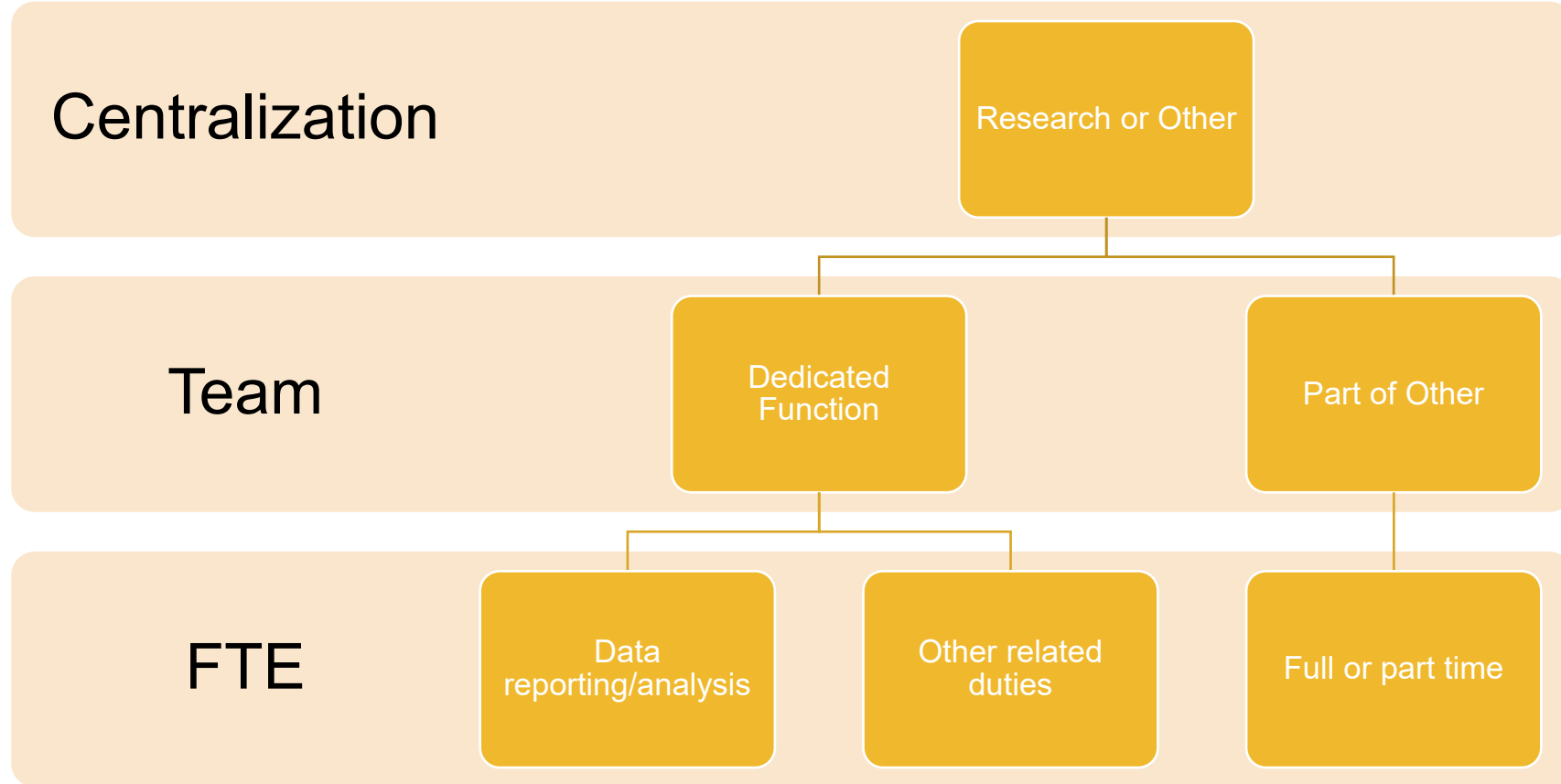
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Where does the research analyst fit?

1. Intro
2. The organization
3. The job
4. The skills
5. Triple threat
6. Hiring



What is the job of the research analyst?

1. Intro
2. The organization
3. The job
4. The skills
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Almost always:

- Sponsored projects reporting
- Research metrics reporting

Sometimes:

- Competitive/research intelligence
- HERD survey
- Data governance and standards
- Data warehouse data transformations
- Data engineering/architecture
- Statistics

1. Intro
2. The organization
3. The job
4. **The skills**
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6. Hiring

What are the skills required to be a research analyst?



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What are hard skills needed for a research analyst?

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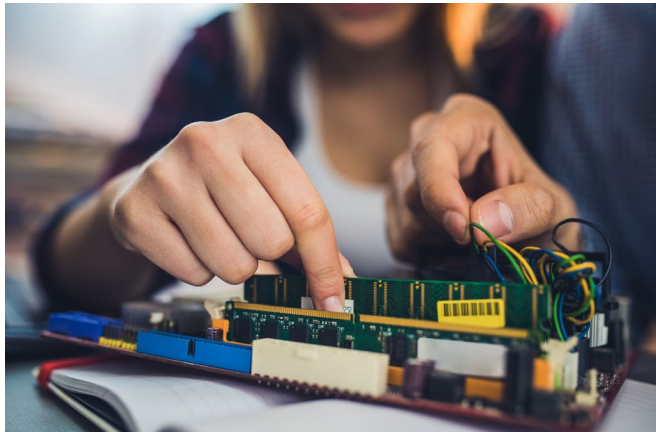


What are soft skills needed for a research analyst?

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Top 3 Skills

1. Intro
2. The organization
3. The job
- 4. The skills**
5. Triple threat
6. Hiring



Analytical Mind



Communication

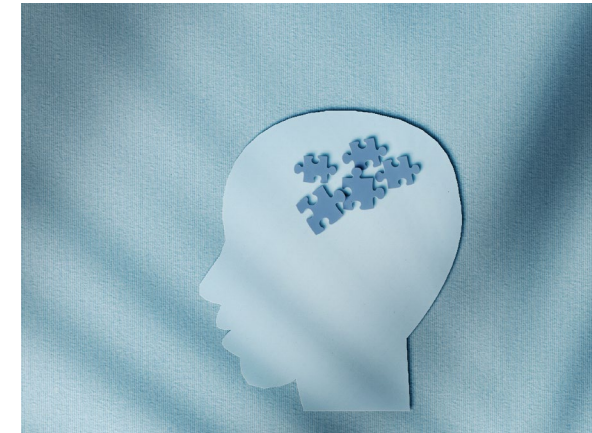


Adaptation (to institution)

Analytical Mind

1. Intro
2. The organization
3. The job
4. The skills
- 5. Triple threat**
6. Hiring

- Yes yes... “hard” skills like: Excel, Tableau, R, Power BI, SQL...
 - Very important if solo FTE/starting up the function
- Problem solving: identifying the root cause
- How to ask questions: Google! Identify resources. Know when you don't know.
- Details: checking work in different ways, intuition about right or wrong results



Communication

1. Intro
2. The organization
3. The job
4. The skills
- 5. Triple threat**
6. Hiring

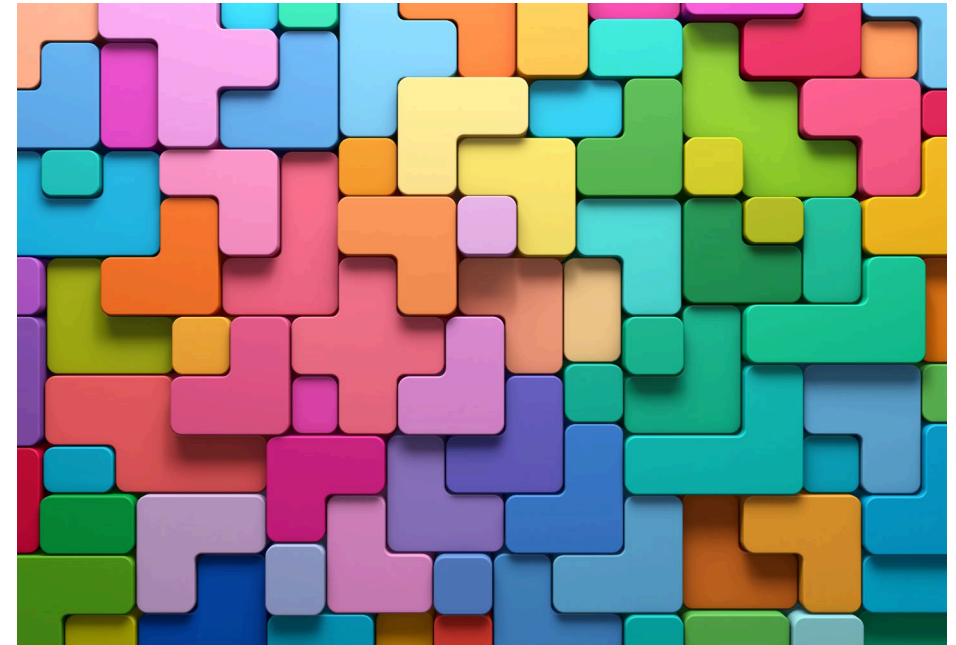
- Knowing your audience
 - Detailed spreadsheet vs summary bullets
 - Format
- Speaking like the expert
- Data “readability”
- Nonverbal communication (especially virtually)
- Maintaining a calm demeanor when flustered



Adaptation (to institution)

1. Intro
2. The organization
3. The job
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- Higher education is a unique culture
- Familiarity with different data domains and how they interact (finance, HR, student, sponsored projects)
- Mission driven. Understanding how you/your unit fit in.
- PASSION for EDUCATION





**Let's talk
hiring.**

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How did you get into research analytics?

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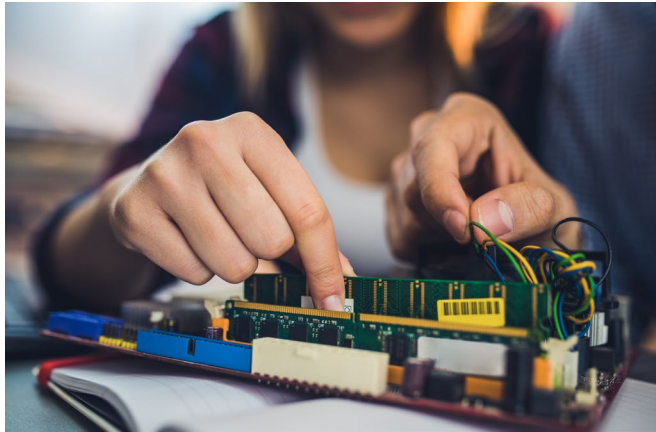
Applicant Screening

1. Intro
2. The organization
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- What trends have you noticed in your applicant pools?
- Some common ones we have seen:
 - Work eligibility
 - BS/MS degrees and certificates in informatics, analytics, visualization tools
 - Professional/work culture (esp. in the aftermath of COVID)
 - Data scientist career goals
 - Introverted “I’m not a people person”
 - Communication

Top 3 Skills

1. Intro
2. The organization
3. The job
4. The skills
5. Triple threat
6. Hiring



Analytical Mind

- Problem solving
- Resourcefulness
 - Details



Communication

- Audience
- Nonverbal
- Being the expert



Adaptation (to institution)

- Culture
- Role of position
- Working norms

3 Step Hiring

1. Intro
2. The organization
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1. Screening call. Quick 15 minutes. **Goal: *Communication, rapport, culture fit.***
2. Analytics interview. Interviewers should be familiar with analytical terminology and can has technical questions. **Goal: *Technical skills, ability to communicate complex content, fit with team.***
3. Stakeholder interview. Interviewers are consumers of reports.
 - A. 15 min active manipulation of data set
 - B. 30 min where stakeholders join. Applicant presents results and answers questions, additional questions related to leadership, soft skills, etc.**Goal: *Communication, troubleshooting, professionalism, thinking process.***

Job Descriptions

1. Intro
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The Research Analytics team in the Division of Research, Innovation and Impact (RII) at the University of Missouri (MU) is seeking a **Data Analyst II**, who under administrative direction, **will translate business needs into technical solutions that support the university's research mission**. This person will be a leader, **creating sustainable data analytics and reporting workflows** that will affect the entire university. Daily tasks include using business intelligence tools (Power BI, SQL Developer) to create reports, query objects, analyze and interpret data trends, and provide guidance and thought-leadership to functional and technical teams. **This position involves collaboration, problem solving, communication, and leadership. Attention to detail, strong organizational skills, and proactive critical thinking are necessary for success in this position.** This position will lead/oversee projects but will not have direct reports. Finalists may be requested to give a short presentation using data that we provide.

Preferred Quals

1. Intro
2. The organization
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Data analyst I

- Experience in data analytics and reporting.
- 1+ years experience working in higher education, preferably in research administration.
- Project-level experience working with interdisciplinary teams.
- Project-level track record of effective communication.
- Basic knowledge of statistical methods preferred.
- Familiarity with SQL and relational/dimensional databases preferred.
- Prior customer service experience (of any kind) preferred.
- Experience with high visibility and/or fast turnaround deliverables preferred.

Data analyst II

- 4+ years experience in general data analytics and reporting, with frequent usage of advanced Excel functions (pivot tables, formulas, VBA, charts and figures).
- 2+ years of using Power BI, including Power Query, DAX functions, data flows, and visualizations.
- 2+ years experience with SQL and familiarity with relational/dimensional data.
- 2+ years experience working in higher education, preferably in research administration, analytics/reporting, or database management.
- Experience working with researchers/faculty, familiarity with statistical and programming languages, and knowledge of a research project's lifecycle.

What are your requirements for this position?

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Thank you!

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