



Institutional Research Analyst

Department: Institutional Research & Effectiveness
Recruitment #: S1948
Application Deadline: Review begins **November 5, 2019**. Position open until filled.

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department Summary:

This is a regular, 12-month, full-time, unclassified position in the Office of Institutional Research & Effectiveness at Western Oregon University in Monmouth. The Office of Institutional Research & Effectiveness collects, analyses and disseminates information in a timely, accurate, and consistent matter on all aspects of the University's activities in support of institutional planning, decision-making, and reports. The Office is also responsible for submission of reports to external agencies and responds to information requests and need for analysis from internal constituencies.

<https://www.wou.edu/institutionalresearch/>

Job Summary:

- The IR Analyst assists the IR Director in providing data and analysis to units across the University, including analysis ranging from descriptive analyses to predictive modeling and forecasting.
- This position assists the IR Director in producing sound statistical findings, as well as communicating and disseminating results in meaningful ways to multiple audiences through summary reports, dashboards, and interactive online data displays.
- The Analyst assists the IR Director in working with the Board of Trustees, senior administration, and university departments and units to determine data and analysis needs, formulate research plans, and execute the plans in order to assist the various areas in their own decision-making process.
- This position assists the IR Director in required reporting to external bodies
- The Analyst assists the IR Director in preparing for, and executing requests from various University committees and task forces

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Minimum Qualifications:

- Bachelor's degree in a relevant field (e.g., mathematics, social science, quantitative studies, information systems, etc)
- Minimum of two (2) years related work experience (e.g., institutional research, data analysis, management of data sets, etc.)
- Proficiency in Base SAS
- Exposure to large datasets, querying tools, and/or database programming language such as SQL, and Microsoft Office
- Excellent analytical and problem-solving skills

- Ability to work flexibly and effectively in a fast-paced work environment
- Demonstrated experience in maintaining confidentiality and discretion
- Demonstrated experience in research, communicating effectively both written and oral, and exercising sound and reasoned judgment
- Comfort or experience with the higher education culture and environment and with a public sector employer
- Comfort and experience working with a chief executive and/or senior administrator

Preferred Qualifications:

- Advanced degree, such as MA, MS, or Ph.D., in a relevant field
- Experience with institutional research
- Experience with SPSS, STATA, R and/or Tableau

*****A criminal background check will be required as a condition of employment***

Application Instructions:

You may submit all materials online at www.wou.edu/prostaffapp

Required application materials (PDF preferred):

1. WOU Employment Application available at www.wou.edu/prostaffapp
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1948, IR Analyst, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.