



## Unclassified Professional Staff Position Description

Initial Date:  Revised Date:

### Purpose of the Position Description

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

### Position Status

Incumbent's Name: New position  
Position Title: Senior IR Analyst  
Position Number: E99902  
Department/Division: Office of Institutional Research & Effectiveness  
Type of Appointment: 12 mo.  9 mo.  Other   
Contract Period: June 15, 2021 to June 30, 2022  
Supervisor: Dr. Michael Baltzley

### Program Information

- A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.

The Office of the Institutional Research & Effectiveness reports to the Associate Provost for Academic Effectiveness and is a partner to the University's success. The Office 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. The Office plays a key role in executing the University's strategic plan, and specifically the need for evidence-based, data-driven decision-making.

- B. Describe the purpose of this position and how it functions within this program.

The position reports directly to the Associate Provost for Academic Effectiveness. The purpose of the position is:

- This position completes required reporting to external bodies including, but not limited to, the state and federal government, the Oregon Higher Education Coordinating Commission (HECC), the Northwest Commission on Colleges and Universities (NWCCU), IPEDS via the US Department of Education, NCAA, and other surveys and information requests.
- The IR Analyst assists the Associate Provost 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 Associate Provost 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 Associate Provost 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.
- The Analyst assists the Associate Provost in preparing for, and executing requests from various University committees and task forces including, but not limited to, the University Council, the University Technology Advisory Committee, and the University Data Integrity Group.
- Other duties as assigned.

<h2 style="margin: 0;">Position Information and Qualifications</h2>
---

**A. Description of Duties/Responsibilities:**

List **major** duties assigned to the position. Note the percentage of time each listed duty is performed. Place an asterisk (\*) by each duty that represents an essential function.

<u>Percent of Time</u>	<u>Duties</u>
65%	<i>Data Analysis.</i> Assists in the development of reports, analyzes results, interprets, presents, and validates institutional research studies using the full spectrum of university data to provide information to the Board and senior university administration. Prepares extensive reports, including dashboards, narratives, tables and graphs, and disseminates them in the form of reports or interactive dashboards.
25%	<i>Reporting.</i> Assists the Associate Provost in required reporting to external bodies including, but not limited to the state and federal government, the Oregon Higher Education Coordinating Commission (HECC), the Northwest Commission on Colleges and Universities (NWCCU), IPEDS via the US Department of Education, NCAA, and other surveys and information requests.
10%	<i>Data Integrity.</i> Assists in the writing of complex programs against University and external databases in order to develop required/requests research and documents and maintains data/program files to ensure timely, accurate data for institutional and external purposes.
5%	Other duties as assigned.

**B. Required Qualifications:**

List any certificates, licenses, academic degrees, or experience **required** to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

*Minimum qualifications:*

- A bachelor's degree in a relevant field (e.g., mathematics, social science, quantitative studies, information systems, etc.) and at least two (2) years related work experience (e.g., institutional research, data analysis, management of data sets, etc.).
- Fluency with statistical analysis software (e.g., R, SAS, SPSS, Stata)
- Exposure to large datasets, querying tools, and/or database programming language such as SQL
- Ability to work flexibly and effectively in a collaborative 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
- Excellent problem-solving skills

**C. Preferred Qualifications:**

Describe preferred education, experience, skills, licenses, certificates, and other qualification for this position.

- Advanced degree, such as MA, MS, or PhD, in a relevant field
- Experience with institutional research
- Comfort or experience with the higher education culture and environment and with a public sector employer

**D. Knowledge Areas:**

List the major areas of knowledge that are **required** to perform the duties of this position.

- Fluency with statistical analysis software (e.g., R, SAS, STATA, SPSS, etc.) as well as advanced knowledge of Excel and database querying.
- Proficient in the use of dashboard and visualization tools, such as Tableau.
- Demonstrated ability in developing visualizations and graphic representations of findings.
- Ability to understand end user needs and translate those needs in the context of available data.
- Effective communication methods and interpersonal skills-both written and oral.
- Awareness and appreciation of the multiplicity of constituents on a university campus.
- Ability to work flexibly and effectively in a collaborative work environment.
- Ability maintain knowledge of current and emerging higher education policy issues.

**D. Budget Authority:**

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

Develops, monitors\*, and controls\*      \$ \_\_\_\_\_

Delegated authority to monitor budget      \$ \_\_\_\_\_

Limited approval authority for purchase \$ \_\_\_\_\_

Purchase only with higher level approval \$ \_\_\_\_\_

\*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level.

**E. Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the follow areas, check all that apply.

Hire     Transfer     Discipline    -- Dismiss     Layoff     Promote

Assign work     Recommend salary adjustments     Approve requests (i.e. leave)

Respond to complaints/grievances     Conduct performance assessments

Give direction

**F. Positions supervised:**

Number of Teaching Faculty                      \_\_\_\_\_                      Total FTE:                      \_\_\_\_\_

Number of Classified Staff                      \_\_\_\_\_                      Total FTE:                      \_\_\_\_\_

Number of Unclassified Staff                      \_\_\_\_\_                      Total FTE:                      \_\_\_\_\_

Student Employees (average per term)                      \_\_\_\_\_                      Total FTE:                      \_\_\_\_\_

Other (specify) \_\_\_\_\_                      \_\_\_\_\_                      Total FTE:                      \_\_\_\_\_

**G. Decision-Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

See section A for additional detail.

**H. Additional Information:**

List any additional information that would help describe the nature of the position. Attach appropriate Organizational Chart.

- This position requires the ability to work collaboratively with a variety of constituencies across campus and outside of the University.

\_\_\_\_\_  
Employee                      Date

\_\_\_\_\_  
Supervisor                      Date

**Human Resources Use Only:**

Date Received: \_\_\_\_\_ HRS Signature: \_\_\_\_\_

FLSA Status:       \_\_\_ Exempt from overtime       \_\_\_ Eligible for overtime  
                          \_\_\_ Executive  
                          \_\_\_ Administrative  
                          \_\_\_ Professional

Comment: \_\_\_\_\_

Western Oregon University reserves the right to change this position description at any time.