



Senior Institutional Research Analyst

Recruitment #:	S2322
Review Date:	Immediate review Open until filled
Department:	Institutional Research/Academic Affairs
Salary Rate:	\$70,124 - \$82,499

Position Summary:

The Senior IR Analyst position will serve as the point of contact to units across the University who request data and reports. They will develop reports, analyze results, and validate institutional research studies in response to requests from University offices. Data analysis tasks will range from descriptive analyses to predictive modeling and forecasting, as well as communicating and disseminating results in dashboards and interactive online data displays. The Senior IR Analysts will manage a queue or ticketing system where data/report requests can be sent and provide timely communication with administrators, faculty, and staff who are making the requests. They will also complete 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. Additionally, they will assist the 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 to assist the various areas in their own decision-making processes.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- A bachelor's degree in a relevant field (e.g., mathematics, social science, quantitative studies, information systems, etc.)
- At least three (3) 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

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

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

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University 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/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.