

Position Description - Unclassified

Position Status:

Position Title		Position Number
Senior Institutional Research Analyst		E99956
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/23 – 06/30/24	Exempt
Position Type	Regular/Short-Term	
Unclassified, 12-month (UF)	Regular	
Work Location	Department/Division	
Institutional Research	Institutional Research/Academic Affairs	
Reports to	Reports to Position Number	
Michael Baltzley	E99429	
Incumbent	University ID #	

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Office of Institutional Research & Effectiveness reports to the Provost and Vice President for Academic Effectiveness and is a partner to the University's success. The Office collects, analyzes and disseminates information in a timely, accurate, and consistent manner 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 analysis needs 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.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The purpose of the position is to:</p> <ul style="list-style-type: none"> • serve as the point of contact to units across the University who request data and reports. • develop reports, analyze results, and validate institutional research studies in response to requests from University offices. • 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. • 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. • assist in data analysis, ranging from descriptive analyses to predictive modeling and forecasting, as well as communicating and disseminating results in dashboards and interactive online data displays. • 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.

- assist in preparing for, participating in, 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.
- complete other duties as assigned.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
60%	<i>Internal Data Reporting.</i> Develops reports, analyzes and interprets results, and validates institutional research studies. Manages data/report requests and the ticketing/queue system. Prepares extensive reports, including dashboards, narratives, tables and graphs, and disseminates them in the form of reports or interactive dashboards. Work with IR and UCS to determine new reports that may need to be programmed.
10%	<i>Data Integrity.</i> Assists in the writing of complex programs against University and external databases in order to develop reports. Documents and maintains data/program files to ensure timely, accurate data for institutional and external purposes.
25%	<i>External Data Reporting.</i> Assists 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.
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.)
- 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

C. Preferred Qualifications

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

- At least (1) year of experience with institutional research at an institution of higher education
- Fluency with R
- 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
- 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 to maintain knowledge of current and emerging higher education policy issues

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* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
Delegated authority to monitor budget	\$
Limited approval authority for purchase	\$
Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
<input type="checkbox"/>	Hire	<input type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
Other (specify)		

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 and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

Additional Information:

List any additional information that would help describe the nature of the position.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date

Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		