



IR Analyst

Recruitment #: S2447
Review Date: Immediate review | Open until filled
Department: Institutional Research
Salary Rate: \$52,279 - \$61,505

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education, and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

The Office of Institutional Research & Effectiveness reports to the Provost and VP of Academic Affairs and is a partner to the University's success. The Office collects, analyses 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 the 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.

The purpose of the position is to:

- provide data to units across the University, including developing reports, analyzing results, and validating institutional research studies in response to requests from university offices.
- assist the office in 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, the National Student Clearinghouse, 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.

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

Required Qualifications:

- Bachelor's degree
- Experience with one or more of the following: large datasets, relational databases, querying tools, statistical analysis software (e.g., SAS, SPSS, Stata), or a common programming language such as SQL, R or Python.
- Skilled at seamlessly integrating into collaborative work environments, adept in flexible work approaches, and proficient in employing effective communication methods and interpersonal skills
- Demonstrated experience in maintaining confidentiality and discretion
- Demonstrated ability in developing visualizations and graphic representations of findings

- Excellent problem-solving skills

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/CV

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

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

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.

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\[at\]wou.edu](mailto:employment[at]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>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any

inconvenience. We thank you for your patience and interest in employment at Western Oregon University.

