

University of Wisconsin – Green Bay

Career Opportunity

Institutional Research Analyst

Posting Date

12/8/2017 12:00:00 AM

Position Information

Working Title: Institutional Research Analyst

UW System Title: Policy & Planning Analyst

Essential Job Functions

This position reports to the Associate Provost for Academic Affairs and is responsible for providing institutional research and academic-planning support services to the campus community.

This position includes the following responsibilities:

- Provide consultation, advice, and staff-support to the Provost's Administrative Council, University Accreditation and Assessment Committee (UAAC), the Budget and Enrollment Working Group (BAEWG), the Funding Allocation Working Group (FAWG), and other campus committees, including faculty governance committees and ad hoc committees established to address particular problems or issues.
- Analyze, study, and report enrollment trends, including:
- Prepare and distribute weekly enrollment reports.
- Prepare and distribute student profiles of enrolled students each term.
- Report and analyze basic retention patterns.
- Maintain historic information on enrollment at UW-Green Bay, within the UW System, and the country.
- Project enrollment trends for future semesters.
- Provide operational and strategic support to the Assistant Vice Chancellor for Enrollment Services.
- Maintain the institutional research database website.
- Implement and support the Academic Performance Solutions (APS) dashboard.
- Provide standard data used by academic programs for Program Review purposes and provide additional analyses for programs upon request.
- Support the University's Comprehensive Assessment Plan by providing consultation and advice regarding instrument design and data analysis.
- Conduct ad hoc analyses of institutional data.
- Provide data and other information for regular campus and UW System reports (e.g., Accountability Reports, Operating Resource Plan, CDR, IPEDS, HERI, NSSE, etc.)

- Support the evolution of the Student Information System (SIS), specifically including the implementation of OBIEE at UW-Green Bay beginning in 2018.
- Track faculty teaching loads as part of the annual budgeting process.
- Complete surveys from college guide publishers, the NCAA, non-profit organizations, and the federal government, and respond to inquiries from within and beyond UW-Green Bay for information about the University.

Qualifications

MINIMUM QUALIFICATIONS:

- Bachelor's degree in statistics, public policy, social science, higher education, or closely related field applicable field at time of application and 4 years of related experience in higher education-related institutional research that is directly related to the duties and responsibilities of this position

OR

- Master's degree in statistics, public policy, social science, higher education, or closely related applicable field at time of application and 2 years of related experience in higher education-related institutional research that is directly related to the duties and responsibilities of this position
- Excellent technical skills
- Proficiency with Microsoft Office Suite, SAS, SPSS, or similar data analysis packages
- Proficiency with reporting tools used to analyze data housed in a large-scale enterprise resource planning application (such as Oracle's PeopleSoft, Hyperion Interactive Reporting, OBIEE, or SQL)
- Experience analyzing data using advanced statistical techniques
- Experience maintaining reports in a web environment

PREFERRED QUALIFICATIONS:

- Doctorate in statistics, public policy, social science, higher education, or closely related field at time of application
- Experience using Oracle's PeopleSoft Student Information System

The successful candidate will have strong oral, written, interpersonal, and organizational skills, the ability to communicate with a diverse student population, demonstrated integrity and strong leadership, and the willingness to be part of a collaborative team. The University welcomes applicants who are dedicated to enriching the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural, and economic resource.

Conditions of Appointment

This position requires a limited amount of travel off campus.

Position is a full-time Academic Staff appointment. Official transcripts of the highest degree achieved will be required of finalist(s). A criminal conviction investigation will be conducted on the finalist(s). In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Applicants must be legally authorized to work in the United States.

Salary

Competitive salary commensurate with qualifications and experience.

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

BENEFIT DETAILS

The UW System provides an excellent benefits package, including participation in the Wisconsin State Retirement Plan.

- <https://www.wisconsin.edu/ohrwd/benefits/download/summaries/fasl.pdf>
- Total Compensation Estimator: <https://www.wisconsin.edu/ohrwd/benefits/totalcomp/>

To Apply

STEP 1: Please select the applicable link below:

[External Applicants](#): (NOT currently employed by the University of Wisconsin System)

[Internal Applicants](#): (Currently employed by the University of Wisconsin System)

STEP 2: From "Job Search" screen,

- Click in "**Keywords**" box.
- Enter Job Opening ID "**13808**"
- Click "**Search.**"
- Select "**Institutional Research Analyst**"
- Click "**Apply.**"
 - You must login before you can apply. Input your "**User Name**" and "**Password**" and select "**Login.**"
 - If you have not yet registered, click "**Register Now**" to begin the registration process.

STEP 3: Submit application materials:

Please be sure to complete all required fields, and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any application materials. Files must be complete to be considered. Please include the following documents:

- Cover letter specifically addressing qualifications for the essential job functions
- Resume
- Names and contact information for three references
- Unofficial transcripts of the highest degree achieved

You must select "Submit Application." Selecting "Save as Draft " or "Exit" will not forward your application materials to the search committee.

If you have any questions, need accommodations, or submitted your application with missing materials, call or email:

Jan Snyder
Phone: (920) 465-2082
Email: snyderj@uwgb.edu

Application Deadline

To ensure consideration, please submit application materials by **Monday, January 15, 2018.**

Note: The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See [Wis.Stat. sec. 19.36\(7\)](#).

For more information regarding the University of Wisconsin-Green Bay and the surrounding area, see our [Campus and Community](#) section. For Campus Safety information see our [Office of Public Safety website](#) and our [Annual Security Report](#) (for a paper copy please contact the Office of Human Resources at (920) 465-2390). This report includes statistics about reported crimes, as well as information about crime prevention and campus security policies and procedures.

The University of Wisconsin-Green Bay is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, or disability.