

# Director of University Analytics and Planning

5/8/2018

## THE POSITION

The Director of University Analytics and Planning will establish and provide direction and leadership for the University's Office of University Analytics and Planning. Working with the University's CIO, the Director will provide leadership in the development of a University-wide data administration and governance function. This position is primarily responsible for providing data informed strategic guidance for institutional research, institutional effectiveness, institutional assessment, as well as state and federal reporting and accreditation processes. In addition to supporting the evaluation, analysis, and interpretation of quantitative, qualitative, and historical data, this position will also be responsible for translating data and analyses into insights and narratives, as well as communicating findings both verbally and in writing in a way that is easily understood throughout the institution to support planning and decision-making. The Director reports to the Provost or his designee. Questions about the position should be addressed to the Co-Chairs of the search committee: Richard Howard (richard.howard@und.edu) or Jeff Holm (jeffrey.holm@und.edu).

## RESPONSIBILITIES:

### **Duty 1. Lead and participate in the data governance process.**

1. Collaborate with executive leadership, deans, administrators and other division heads to create and ensure data standards and accuracy and to document data definitions and uses.
2. In collaboration with senior leadership and office staff, the Director defines and reviews institutional data priorities; and in collaboration with University Information Technology and other appropriate offices, helps to set data definitions and standards to promote consistent institutional reporting and other data uses.
3. Develop clear and compelling proposals for operational and policy changes, including processes which improve data access and data quality control.

### **Duty 2. Provide data-informed strategic guidance for the institution.**

1. Provide leadership for analysis and data management in support of institutional innovation, planning, and decision-making.
2. Contribute to and support development and implementation of the University's strategic plan and planning process.
3. Collaborates with faculty and University leaders to establish and monitor key performance indicators (KPIs) designed to measure institutional progress toward strategic goals and objectives.
4. Engage data analysts and institutional research staff to develop analyses which inform internal decision-making, and respond to planning and other needs as expressed.
5. Collaborate across internal units to design and test new admissions tools, conduct quantitative and qualitative analyses, provide feedback to inform IT development, and engage in strategic planning.

6. Translate and communicate data and analyses into insights and narratives to support planning and decision-making.

**Duty 3. Lead the development and coordination of institutional research activities.**

1. Coordinate with internal stakeholders to ensure that data meet program, policy, and reporting needs.
2. Identify opportunities to collect new data while streamlining less critical items.
3. Coordinate Federal, state, and accreditation compliance reporting requirements and other external agencies as required.
4. Provides technical support for data collection, analyses and reporting for internal/external data and information requests including student and faculty/staff surveys, ranking surveys, enrollment forecasting, process modeling, environmental scanning, and program reviews.
5. Provides direct support for the assessment of student learning outcomes and institutional effectiveness.

**Duty 4. Other duties and responsibilities as assigned by the Provost or his designee.**

1. Perform special projects as assigned by the Vice President for Academic Affairs and the President.
2. Continue to grow professionally through participation in conferences, organizations, and other professional development opportunities.

**MINIMUM QUALIFICATIONS:**

A minimum of five years' experience in institutional research/effectiveness including managerial experience;

Experience working with university leadership in support of planning and decision making;

Familiarity with data visualization development and use;

A working understanding of statistics, research design and analysis, assessment and program evaluation techniques, technical report writing and survey methods;

Experience with IPEDS reporting and other national data collection mandates,

Strong analytical, interpersonal and communication skills;

Ability to work productively with, and provide leadership to, a team of data professionals.

**PREFERRED:**

Advanced degree in data analytics, social sciences, statistics, or a related field.

Experience with regional accreditation, strategic planning, and institutional research in higher education preferred;

Have significant insight into the academic enterprise and the use of data and analytics to shape institutional performance, with a focus on research universities.

**Please Submit:**

Using the link below, please submit your curriculum vitae, a cover letter addressing how your experiences, skills, and strengths are a good fit for this position, and provide a list of 3 to 5 references with contact information by June 12 2018 for full consideration, but the search will continue until the position is filled. References will not be contacted unless you become a finalist for the position and you grant permission to continue the process.

[https://und.edu/finance-operations/human-resources-payroll/careers/secure/job-openings-external.cfm?category=0000%7C1000%2DExecutive+Administration%7CDirectors&AppliTrackJobId=4383\\_37440&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1](https://und.edu/finance-operations/human-resources-payroll/careers/secure/job-openings-external.cfm?category=0000%7C1000%2DExecutive+Administration%7CDirectors&AppliTrackJobId=4383_37440&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1)