

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: INSTITUTIONAL RESEARCH ANALYST III

Reports To: Office of Institutional Analysis

UW Job Code: 7323

UW Job Family: 32 – Administrative Support

SOC Code: 13-1111

FLSA: Exempt

Pay Grade: 25

Date: 7-2-20

JOB PURPOSE:

Lead analyst in developing, implementing, and maintaining a broad range of strategic and research objectives to foster a data-informed campus culture of accountability and continuous quality improvement. Analyze, interpret, and disseminate institutional data and other information to internal and external constituents for the reporting needs of UW to support administrative planning, decision-making, research objectives and relevant regulations. Develop and maintain information systems, databases and processes to support institutional activities. Perform research, design, execute and evaluate wide-ranging analytical and statistical studies. Consult, train and provide technical support to others, as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Formulate and prepare official institutional information for internal and/or external queries and requests for institutional data and statistics on a wide range of issues, including university information, student characteristics (enrollment, degrees, retention, etc.), faculty characteristics, employment/benefits, financial information and projections.
- Design, execute, analyze, communicate and consult on the results of ongoing and one-time analytical studies tailoring quantitative research results for a variety of audiences.
- Gather business requirements to conceptualize, design and project manage delivery of dashboards and key performance indicators that deliver the message concisely and professionally.
- Conduct a wide variety of university survey research efforts; participate in and advise on survey completion, objectives and rationale, and survey protocol and procedures.
- Produce complex qualitative and quantitative data analyses, advise on data transformation, and statistical analysis of data to form clear, well-supported, data-driven recommendations for non-technical audiences.
- Analyze reporting processes/needs for inefficiencies, inadequacies, and/or redundancies, making recommendations for solutions/improvements that can be achieved and sustained via new technology or alternative use of technologies.

- Provide innovative leadership in the development and implementation of a broad range of strategic planning, research, assessment, program review, enrollment management, and accreditation processes to foster a data-informed campus culture of accountability and continuous quality improvement; provide technical support and facilitate the integration of processes into institutional planning and decision-making.
- Extract data, manipulate, develop and maintain longitudinal databases and information warehouses, verifying accuracy and consistency over time, in the context of evolving requirements regarding reporting institutional information.
- Consult on the integration of business processes and programming. Train and collaborate with other professionals on query language to develop automated reporting processes.
- Independently prepare, participate in the preparation, or coordinate research reports using varied data resources for presentation, print, and/or electronic distribution.
- Represent department professionally through collaborative participation on internal and external committees/groups through appropriate presentation of data and research to a variety of internal and external audiences including executive leadership, community college employees, consultants, faculty, staff and students, as assigned.
- Research, develop and write documentation for projects and processes.
- Analyze project requirements, including interpretation of data definitions and federal standards, in order to answer fundamental questions of fact.
- Work with other institutional committees and staff to coordinate work and provide technical assistance, as assigned.
- May provide functional direction to other analysts on assigned work.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Collaboration
- Formal Presentation Skills
- Quality Orientation
- Judgment
- Quantity of Work
- Innovation
- Analysis/Problem Identification
- Work prioritization

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **At least 7 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Higher education planning methods, processes, systems, reporting, and databases.
- Understand the current landscape of higher education to provide context and interpretation for data/research.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Ability to investigate and analyze information and draw conclusions based on research data and findings.
- Proficiency with programming and/or other software used to manipulate, summarize, and produce reports from multiple, large, complex data sets.
- Ability to analyze data, utilize visualization techniques, and generate reports for large-scale data systems, definitions, and procedures.
- Skill in the use of personal computers and related software applications.
- Knowledge of institutional self-assessments and student outcome assessment principles, methods and techniques.
- Ability to provide technical leadership and direction to other professionals.
- Advanced knowledge of statistical data collection, analysis, tracking, and reporting systems, methods, and techniques.
- Ability to design and administer computer programs to answer institutional inquiries.
- Ability to interpret and apply statistical principles and processes to meet a range of information requirements.
- Advanced knowledge of database applications.
- Advanced knowledge of spreadsheet, word processing, presentation, and graphics applications.
- Ability to translate technical information into user-friendly documentation.
- Ability to meet multiple and conflicting project timelines and objectives.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

DISTINGUISHING FEATURES:

The Institutional Research Analyst classification series is used within the Office of Institutional Analysis and consists of three levels. To progress from one level to the next, the employee will have demonstrated acceptable performance at previous career ladder levels.

Institutional Research Analyst I: Entry-level position

This is the first level of a three-level series. This level is distinguished from the next higher level by working from well-defined guidelines under the supervision of a higher-level research analyst or supervisor. Work is reviewed for accuracy and completeness. Employees assist in all aspects of an analytical study from gathering information to drafting a final report. There is an absence of responsibility for projects requiring advanced data analysis and policy considerations. Progression from the IRA I to IRA II requires at least three years of experience in a data analysis-related field and has demonstrated proficiency in all essential duties.

Institutional Research Analyst II: Professional level position

This is the second level of a three-level series. This level is distinguished from the lower level by having responsibility for projects that require advanced understanding of data and planning while under the general supervision of a higher-level research analyst or supervisor. This level is distinguished from the higher level by the absence of responsibility for planning new projects, initiating and devising procedures for special research projects, and providing team leadership to lower-level analysts in performing research activities. Employees in this class work with a higher level of technical expertise and substantial independent judgment. Progression from an IRA II to an IRA III typically requires at least four years of working at the IRA II level. Incumbents should demonstrate proven ability in all functions and competencies.

Institutional Research Analyst III: Senior-level position

This is the third level of a three-level series. This level is distinguished from the lower levels by increased responsibility for initiating and developing new projects, devising research procedures, providing team leadership, advanced technical expertise, and managing projects independently. At this level, employees are involved in major issues analysis, and serve regularly as consultants to top management and administration.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.