**Interview Key Points**

**Interview Points**

**STAR**

* Why Me
  + Graduate background, data analysis both sides academic and support, understanding of graduate school from student perspective (MS, MBA)
  + Ability to network and gain help when needed or to work independently
* Tasks above and beyond
  + Reorganized staff drive (staff)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Old** | **New** | **Reduction** |
| **Files** | 2,191 | 256 | 12% |
| **Folders** | 434 | 36 | 8% |
| **Size** | 503 | 135 | 26% |

* + New computer
* CDC transition and analysis of 5 years of student and financial data
  + Present Career Fair Reports

**Why I like this Role**

* I was looking at strategic plan and data analysis and I love doing this.
* I am impressed by the clear and concise understanding of data, I love this

**Questions**

1. What is the day to day like
2. Does this role related to 5 year strategic plan begun in 2012
3. Deliver annual data profiles to all graduate programs
   1. Is this standardized
   2. What is the delivery method (web, pdf, email, meeting)
4. Hiring process and timeline
5. What is the relationship with the IT Staff
   1. What role does IT play
6. What are your roles within the graduate program?
7. May I send example of Career Fair Report
8. Current Projects
9. How does what you do interact with other departments
10. As you come to end of 5 year agenda will this position support analysis of program success

**Position**

**Position Summary**

* Lead data system analytics for OSU Graduate School
* Assist associate Dean in assessment processes
* Work with graduate school leadership on projects that advance data informed decision making
* Primary contact for data related activities
* Responsibilities
  + Annual assessment and evaluation process
  + Data Provision and data systems development
  + Extracting data from OSU systems

**Position Duties**

* Annual Graduate Program Assessment and bi annual evaluation process (20%)
  + Deliver annual data profiles to all graduate programs
  + Assist in full cycle assessment process
* External Program Reviews (15%)
  + Lead implementation of data systems that support external program reviews
  + Support the associate Dean and VPD during external program review site visits
  + Support programs in the development of their self study documents
* Data Provision and Data Systems Development (20%)
  + Develop and lead key data projects internally and externally
    - CORE reports, survey of earned doctorate, exit survey, alumni survey
  + Support graduate school leadership with data system requests
  + Complete specialized requests for data that come to us from other offices internally
* Primary Data Liaison (20%)
  + Serve as primary liaison for metrics and data initiatives with other offices on campus
* Assist associate dean with analytics (15%)
  + Support graduate schools strategic plan and ongoing benchmarking efforts around key metrics of graduate success
* Accreditation (10%)
  + Assist Associate Dean and VPD for accreditation efforts

**Technology**

Banner

Data Warehouse

* Current business intelligence tools no longer meet the evolving business needs of the University. Thus, the University has decided to move from the current data warehouse solution to Ellucian software products ODS (Operational Data Store) and EDW (Enterprise Data Warehouse). In addition, a new reporting tool will be installed and implemented. BRM (Banner Relationship Management), RAP (Recruiting and Admissions Performance) and SRP (Student Retention Performance) will also be implemented.

Academic Analytics

**OSU**

**Core Values**

* Accountability. We are committed stewards of the loyalty and good will of our alumni and friends and of the human, fiscal, and physical resources entrusted to us.
* Diversity. We recognize that diversity and excellence go hand-in-hand, enhancing our teaching, scholarship, and service as well as our ability to welcome, respect, and interact with other people
* Integrity. We practice honesty, freedom, truth, and integrity in all that we do.
* Respect. We treat each other with civility, dignity, and respect.
* Social responsibility. We contribute to society’s intellectual, cultural, spiritual, and economic progress and well-being to the maximum possible extent.

**Graduate School**

**Summary:**

* We advance Oregon State University's teaching, research, and outreach goals by supporting graduate students in all aspects of their education. Our goal is to ensure that every student has the opportunity to succeed.
* Together with graduate faculty, we provide financial support for our students to ensure that we attract the very best and brightest students to advance our research agenda.
* We provide opportunities for our students to acquire the skills that they will need to be successful in their future career.
* And we ensure that every program is engaged in continuous improvement so that our students can be assured of the highest quality graduate education available anywhere in the world.