**Graduate Program Analyst (Internal Employment Opportunity)**

**Please see Special Instructions for more details.**

**This is an Internal Employment Opportunity.** When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. If this is not included on your resume please upload to Other Document 1. For additional information please contact: Angela Williamson, 541.737.3252, angela.williamson@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Starting salary within the salary range will be commensurate with skills, education, and experience. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Department** | Graduate School Admin (GRD) |
| **Position Title** | Specialist 2-Accred & Assess |
| **Job Title** | Graduate Program Analyst (Internal Employment Opportunity) |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 50 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | **This is an Internal Employment Opportunity**  The Graduate School is seeking a Graduate Program Analyst. This is a part-time (0.5 FTE) 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Dean.  The Graduate Program Analyst leads data systems analytics for the OSU Graduate School, assists the Associate Dean in assessment processes, and works with Graduate School leadership on projects that advance data-informed decision-making. The Graduate Program Analyst is a primary contact for data-related activities in the OSU Graduate School. Position responsibilities include: annual assessment and evaluation processes; data provision and data systems development; and extracting data from OSU systems to support leadership decision-making. |
| **Position Duties** | 20% Annual graduate program assessment & bi-annual evaluation processes: create and deliver annual data profiles to all graduate programs at OSU; assist Associate Dean in the full cycle assessment process.  15% External program reviews: 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.  20% Data provision & data systems development: develop and lead key data projects internally and externally (including CORE reports, Survey of Earned Doctorates, Exit Survey, Alumni Survey, etc.); support Graduate School leadership with data systems requests; complete specialized requests for data that come to us from other offices and internally  20% Primary Data Liaison: serve as primary liaison for metrics and data initiatives with other offices on campus (e.g., CORE) and externally (e.g., Academic Analytics)  15% Assist Associate Dean and VPD with analytics to support the Graduate School’s Strategic Plan and ongoing benchmarking efforts around key metrics of graduate student success.  10% Accreditation: Assist Associate Dean and VPD accreditation efforts in graduate education at OSU |
| **Minimum/Required Qualifications** | Master’s degree or higher in a field with a background in both quantitative and qualitative analysis, preferably in higher education  At least 2 years experience in data systems, accreditation and assessment in higher education.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.  Excellent interpersonal, written, and verbal communication skills |
| **Preferred (Special) Qualifications** | Experience extracting data from Banner, Data Warehouse, Academic Analytics, and other data sources needed to populate data summaries for over 80 graduate programs.  Experience working with people from diverse academic and personal backgrounds.  A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | Corvallis campus, OSU Graduate School office space. M-F business hour working conditions. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P00908UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 02/01/2017 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 11/29/2016 |
| **Full Consideration Date** |  |
| **Closing Date** | 12/27/2016 |
| **Indicate how you intend to recruit for this search** | Competitive / Internal |
| **Special Instructions to Applicants** | **This is an Internal Employment Opportunity.**  When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. If this is not included on your resume please upload to Other Document 1.  For additional information please contact: Angela Williamson, 541.737.3252, angela.williamson@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Starting salary within the salary range will be commensurate with skills, education, and experience.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)