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INSTITUTIONAL RESEARCH ANALYST

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INSTITUTIONAL RESEARCH ANALYST

Req #: 130031

Department: UW BOTHELL- INSTITUTIONAL RESEARCH

Job Location: UW Bothell

Posting Date: 05/18/2016

Closing Info: Open Until Filled

Salary: Salary and benefits are competitive. Salary is commensurate with qualifications and experience.

As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website, [click here](#).

Notes: Please note that this position has been reposted. If you have already submitted your application, you need not submit it again, as it has already been received.

This role may have a working title of "Institutional Research Analyst" or "Senior Institutional Research Analyst" based upon experience.

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoys outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

The University of Washington Bothell is the fastest growing public university in the state of Washington. We provide a leading-edge student experience grounded in hands-on learning, close relationships with faculty members as teachers and mentors, and staff dedicated to student success. The academic work of the campus focuses on cross-disciplinary research and creative practice, connected learning, and community engagement. UW Bothell's current enrollment is approximately 5,000 students. A majority of those students are first generation college attendees or are from underrepresented groups; approximately 92 percent are from Washington. Located in the Seattle metropolitan region, UW Bothell builds vibrant regional partnerships, creates and disseminates new knowledge, and prepares students for leadership in the state of Washington and beyond.

Diversity is a core value of University of WA Bothell. We believe the power of diversity enriches all of us by exposing us to a range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

The Office of Institutional Research and Effectiveness is responsible for: Undertaking original studies and analyses to meet anticipated planning and management needs; Facilitating the distribution pertinent, timely, and high quality data to various academic and administrative offices at UW Bothell and to external agencies; Collaborating with UW Bothell faculty and staff to create effective evaluation strategies, particularly in the areas of metrics, program evaluation, and survey research; and Supporting the development of institutional infrastructure grants.

Institutional Research has an outstanding opportunity for an **Institutional Research Analyst**.

Reporting to the Director of Institutional Research and Effectiveness, the Institutional Research Analyst will help build an infrastructure for reporting and responding to advanced analytical needs. The analyst will be charged with working collaboratively with stakeholders across the campus to identify broader institutional policy research needs and working with staff at UW Bothell and the broader UW System to develop data-informed solutions that serve the university and its mission. The position will support policy research, research on student retention and graduation outcomes, and metric development.

The University of Washington Bothell is the fourth fastest-growing public university in the country. This rapid growth in students, staff, and data necessitates an understanding of longitudinal trends, up-to-date operational information, and analysis to support decisions that will have rapid effects. Currently, this work requires that data be pulled from a variety of existing sources with limited documentation.

Currently, the vast majority of UW Bothell data is stored centrally at the University of Washington's Seattle Campus. At the same time, UW Bothell IT is actively working to increase their staffing and support services around data management and data security. Working well in this position requires navigating these two very different infrastructures, acting in partnership with each.

Gaining an adequate understanding of which data elements to use and how they should be combined will involve training within the office, individual exploration, and consultation with those outside of the office. Ultimately, this position will entail dealing with a variety of institutional data in and across the following areas:

- Students (including admission and financial aid)
 - Faculty/staff
 - Finance
 - Space
- Develop and revise queries and reports to meet information needs across campus and respond to ad hoc reporting requests. This work will require combining data from a variety of sources and ensuring that agreed-upon definition and methodological approaches are used.
 - Perform data analysis and modeling that require an advanced skill set. This work will include retention modeling, and institutional growth modeling.
 - Train, and direct the day-to-day work of Division of Enrollment Management/IR analyst and the work of student workers and/or interns in the Office of Institutional Research.
 - Assist the Director in drafting recommendations for senior leadership, strategizing in advance of committee and council meetings, setting office strategy, and planning key campus communications.
 - Serve as a liaison to leadership and committees (and faculty/staff as appropriate) to: Help others to understand what data are available and what questions they may be used to answer, assist them to formulate those questions that may be answered with information or analysis, and triage those requests for information.
 - Collaborate with IT, Institutional Planning and Budgeting, and HR to design and build institution-level dashboards displaying metrics for campus leadership.
 - Lead on tri-campus projects that involve data and institutional initiatives (Civitas Student Success Platform, Operational reporting)
 - Attend conferences, seminars, or participates in other opportunities to enhance expertise in the intersection of data, higher education, and leadership.

Requirements:

- Bachelor's degree in Social Sciences, Analytics, or related field.
- Four or more years of work experience focused on data analysis and reporting that includes experience using SQL, SAS, SPSS, R, or other data management, querying, and statistical tools. The successful candidate should have at least intermediate Microsoft SQL Server or T-SQL skills (ability to write and refine queries against multiple data sources: joins, unions, null handling, subqueries, common table expressions)

The successful applicant should have a commitment to the missions of public higher education.

Two of the most important requirements for the position are a curious nature and a high level of self-motivation to explore new areas and gain an understanding of how things work. In addition, the successful candidates will have strong communication skills, including the ability to probe with necessary questions and to listen to answers provided.

The position requires demonstrated ability to:

- Work with multiple and diverse database sources by designing, refining and running complex data queries and producing related reports
 - Work effectively in a fast-paced environment with changing priorities
 - Work at a high level in a windows-based operating system, specifically MS Word and MS Excel (graphics, pivot tables)
 - Successfully exercise independent judgment in resolving complex issues
 - Work effectively with individuals from a wide variety of backgrounds across an institution
 - Lead teams in the completion of larger projects
 - Work collaboratively with groups of individuals with differing levels of technical and business understanding
- Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

Desired:

- A master's degree or additional experience in a related field
- Extensive experience with a variety of tools including but not limited to SQL, SPSS, SAS, Microsoft Access, and Tableau
- High level of experience with advanced statistical analysis
- Prior experience with higher education data

Conditions of Employment:

Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check

Application Process:

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Criminal Conviction History, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. **Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.**



The University of Washington is a leader in [environmental stewardship & sustainability](#), and committed to becoming climate neutral.

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.

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