

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Assistant Director of Institutional Research	Job Family: Admin Business Operations	Job Family Zone: Associate
Position Number:	Department Name: Executive Vice President and Provost	SAP Organization Unit Number: 94
Employee's Name:	Date of Last Update: 09/11/2017	Title of Supervisor: Director of Institutional Research
SAP Personnel #:	Last Updated By: Kristin Yates	Name of Supervisor: Kristin Yates

Position Summary

The primary responsibility of this position is to serve as the Assistant Director of Institutional Research in the Office of the Executive Vice President and Provost. Duties include providing high quality data and analytical support to senior level administrators and members of the Board of Regents, with specific emphasis on issues related to internal/external accountability data, policy analysis and data integration. The position also collaborates with both internal and external constituents on projects involving a wide variety of University matters, including academic programs, faculty, students, institutional research, and diversity issues. This position will provide leadership and direction for the Institutional Research function as appropriate and represent the Provost's office in internal or external settings as requested.

Duties & Responsibilities

Indicate % of time spent and indicate with an "***" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
IR Data Research and Analysis		
Coordinates delivery of data and presentations and provides initial point of contact for senior level administrators and members of the Board of Regents on topics related to the Board of Regents Strategic Framework data. Responds to administrative requests for a wide variety of data needed to support data-based decision making at the administrative level.	40%	
Utilizes independent professional judgment in the planning and direction of policy studies or production of analytics products requested of the Provost's Office. Duties may include review of existing relevant literature and best practices, research design, survey implementation, data management and statistical analyses.	25%	
Interacts with internal and external constituencies to resolve a variety of ad hoc and structured data requests received by Institutional Research, including but not limited to requests from University of Nebraska campuses and other functional areas within NU Central Administration, completion of required internal, state and federal reporting and responding to legislative inquiries in conjunction with other functional areas.	20%	
Provides leadership and direction for other Institutional Research staff as needed. Serves as a content resource for questions related to Institutional Research data and practices. Represents the Provost's office on internal or external committees and at events as requested.	15%	

Zone Definition Factors

Nature/Complexity of Work

Duties include data management, extraction, collection, analysis, and summarization of findings. Information and analyses must be accurate and timely. IR&P applications and systems knowledge must be on-going. Must be able to function as a team member on projects and collaborate with other analysts, in addition to working with other functional areas internal and external to the Provost Office. The employee has University-wide access to confidential employee, student, and financial information. Furthermore, the employee has access to work-in-progress discussions and confidentiality is required.

Problem Solving/Decision-making

Staff member has freedom to decide how tasks will be accomplished in compliance with fiscal and budget reporting guidelines, University policy and Board of Regent approved methodologies for developing information and the State and Federal Law.

Strategic Impact

Absolute accuracy on all reports, databases, and website information is imperative. Scope is very broad including topics of interest to Board of Regents, executive management, state and federal agencies, and peer institutions. The impact of errors is far-reaching. Errors in internal and external reporting can adversely affect the University relative to its competitive position for grants, bonds, students, public support and Board of Regents policy decisions. The possible adverse impact of errors in work necessitate that a team review approach be used to minimize errors. Review is required by the Provost or Provost's designee before information is released by this position, but the responsibility for error-free detail supporting analytical results rests on the employee.

Know How

In addition to Minimum Qualifications this position requires excellent organization skills and competence in using spreadsheets and databases. This position functions in the capacity of a senior data scientist or data engineer depending on qualifications. Knowledge of basic statistical principles and statistical software packages is required. Excellent verbal and written communications skills are essential. Current working knowledge of databases structures, data management techniques and familiarity with database software or compatible programming languages (e.g., SQL) is desired. Training in or experience using advanced statistical methodologies is desired. Training in or experience utilizing data visualization software is also desired.

Interactions

Relationships with various entities both internal and external to the University are involved. Examples include: officers from academic affairs, student affairs, graduate school, and institutional research on the campuses; state and federal administrative agencies; and varied external stakeholders.

Supervision

This position exercises functional supervision over projects and others.

This position receives direct supervision from the Director of Institutional Research and limited and indirect supervision from the Executive Vice President and Provost.

Minimum Qualifications

A master's degree in a discipline that emphasizes quantitative methodology, policy analysis, computer science, management information systems, information technology, data science, social science, education, business or public health is required. Ph.D. in relevant field preferred. Five to seven years of relevant work experience in high quality data analysis and reporting is required. Experience in education is required; familiarity with multiple sources of data utilized throughout the PK-12, postsecondary and workforce data continuum is desired. Strong analytical and technical skills as described

in this job description are essential. Responsibility, integrity, accuracy and timely delivery of quality work products are essential.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									<i>Indicate intermittent or constant</i>	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	_____	_____
Stand	0	1	2	3	4	5	6	7	8	_____	_____
Walk	0	1	2	3	4	5	6	7	8	_____	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	_____	_____
Explain											

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X	_____	_____
Bending	X	_____	_____
Kneeling	X	_____	_____
Reaching	_____	_____	_____
➤ Overhead	X	_____	_____
➤ Forward	X	_____	_____
➤ Low	X	_____	_____
Twisting	X	_____	_____
Crawling	_____	_____	_____
Climbing	X	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	X	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

	Indicate letter in appropriate Space:			
	LIFT=L Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between 2-5 hrs daily	PULL-PL Over 5 hrs daily
11 - 24 lbs	X	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	x
Filing	_____	_____	x
Other Explain:	Computer mouse.		

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= Associate Zone	
Authorization:	Name:	Date:
Human Resources		
Supervisor:		
Administrator:		