UNIVERSITY OF WISCONSIN-SUPERIOR
ADMINISTRATIVE PROGRAM SPECIALIST
POSITION DESCRIPTION

Working Title: Associate Institutional Planner
Hayes Hill Title/Level: Associate Institutional Planner, 12-month Appointment, 1.0 FTE
Position Reports To: Director of Institutional Research

Position Summary:
This position supports the University-wide efforts to manage and maintain institutional data and reporting. The position provides a leadership role in the collection, compilation, analysis, synthesis, interpretation and presentation of data used in institutional decision-making. The position requires knowledge of University of Wisconsin System, state and federal regulation as they relate to the position and is responsible for maintaining campus compliance with these policies.

Duties and Responsibilities:

1. Coordinate and respond to internal data requests for use in conducting informed organizational and institutional planning, evaluations, operational improvements, predictive analysis and decision making.
2. Coordinate development, review, and administration of campus surveys and create reports to provide reliable data to meet the campus’ strategic needs.
3. Coordinate and respond to external data requests from governmental agencies and other associations; including but not limited to: IPEDS, national and state surveys, accreditation and licensure requests, and other miscellaneous sources.
4. Write queries and collect raw data from primary sources, records, or reports to assist in the compilation of report components for program reviews, accreditation portfolios, labor market reports, enrollment management reports and grant evaluations.
5. Review output for reasonableness, validity, consistency, and accuracy.
6. Manage multiple request/projects simultaneously to ensure deadlines are met.
7. Develop and manage standard operating procedures to ensure data standards and supporting policies are followed to ensure data integrity for report creation and dissemination.
8. Document query/report criteria and processes to ensure consistent application of methodology in future projects.
9. Serve as a technical resource/consultant to campus colleagues for data needs.
10. Continually seek new methods of maximizing technology in analysis and planning.

Knowledge, Skills, and Abilities:

- Professional knowledge of statistical/quantitative analysis and research methodology applicable to a University.
- Experience in using databases, spreadsheets, and graphical and statistical analysis software for research purposes.
- Knowledge of student outcome assessment and student retention and attrition.
- Ability to prepare and analyze complete and accurate reports in a timely manner.
- Ability to effectively utilize a variety of management information systems, databases, spreadsheets, word processing, and presentation software.
• Planning and organizational skills with the ability to work both independently and as a team member
• Ability to organize and present complex, technical information to both technical and non-technical audiences
• Ability to develop and maintain cooperative and effective working relationships with others.
• Keen attention to detail with strong written and oral communication skills.

Minimum Qualifications:
• Bachelor’s degree with coursework in research or statistics
• Three years experience in researching, collecting, compiling, analyzing, interpreting and presenting various masses of numerical data

Preferred Qualifications:
• Experience conducting queries in a student information system such as PeopleSoft
• Experience with the Higher Learning Commission’s Academic quality Improvement Program (AQIP) or similar program