UNIVERSITY OF WISCONSIN-SUPERIOR
ASSOCIATE ADMINISTRATIVE PROGRAM SPECIALIST
POSITION DESCRIPTION

Working Title: Research Analyst
Hayes Hill Title/Level: Administrative Program Specialist, Associate, 12-month Renewable Appointment, 1.0 FTE
Position Reports To: Institutional Planner in the Office of Institutional Effectiveness

Position Summary:
This position supports the University-wide efforts to manage and maintain institutional data and reporting. The position provides a support role and works closely with the Manager of Institutional Effectiveness in the collection, compilation, analysis, and presentation of data used in institutional decision-making. The Research Analyst is responsible for responding to data requests; assisting in the collection of data from a variety of sources; documenting and clarifying data flow; organizing, cleaning and cross-checking data; and conducting simple data analyses and preparing reports.

Duties and Responsibilities:

1. Supports collection, management, and reporting of key university information by documenting and clarifying data flow; organizing, cleaning and cross-checking data; and conducting simple data analyses and preparing reports of the highest quality and accuracy
2. Researches, gathers, refines and analyzes data about various aspects of the institution in support of information and research needs for planning and policy making decisions exhibiting careful understanding of the data
3. Suggests and implements ways to streamline and simplify procedures for increased efficiency and accuracy and reviews output for reasonableness, validity, consistency, and accuracy
4. Develops and maintains information systems to store, manage, and retrieve data related to all aspects of higher education
5. Coordinates and responds to external data requests from national surveys and other miscellaneous sources
6. Collaborate with the team to facilitate data-driven decision-making to support the goals of the university
7. Collaborate with offices on campus to ensure data are available for use by appropriate stakeholders
8. Communicate effectively with members of the university community to meet their needs related to the assessment of student learning
9. Provide information, interpretations, and analysis to decision-makers within the University, as well as to external constituents
10. Merge and manipulate data from multiple systems
11. Using the Hyperion and SPSS software tools, develop and maintain statistical information reporting systems to meet the analysis needs of the IR office
12. Update Office of Institutional Effectiveness website as needed
13. Contributes to the overall effectiveness of the office by performing other duties as assigned
14. Other duties as assigned

Knowledge, Skills, and Abilities:

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

Required Qualifications Include:
• Bachelor’s degree from an accredited institution
• Two years’ experience in researching, collecting, compiling, analyzing, interpreting and presenting various masses of numerical data

Desirable Qualifications Include:
• Familiarity with state and federal higher education agencies
• Proficient with SPSS or other statistical software
• Experience working with relational databases (e.g. PeopleSoft), data warehousing, SQL/SQR