

**OREGON UNIVERSITY SYSTEM
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title:	Institutional Research Systems Analyst	() New Position
Department:	Institutional Research & Planning	(X) Revised Date: August 19,2011
Employee Name:	vacant	(X) Exempt (from overtime)
Reports To:	Director, Inst. Research Services	() Non-Exempt (overtime eligible)
Actual FTE:	1.0	Job Group: 50

GENERAL DESCRIPTION OF THE POSITION

This position provides comprehensive studies, develops models, and generates reports that aggregate, analyze, and explain student and related data in support of Oregon University System (OUS) policy development, using appropriate applications, programming languages, databases, and analytic tools. The work entails gathering, compiling and analyzing qualitative information and statistical data relating to academic programs, students, OUS institutions and Oregon high schools; make interpretations, develop conclusions and present the information in a graphical format. With the database administrator and other analysts, the Analyst collaborates in the definition, and collection of student and course data submitted by OUS institutions; identifies, collects and integrates into an OUS database external data that enhances the value of OUS data.

DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME

1. Researches existing K-12 to higher education reporting practices in other states and examine best practices for creating and maintaining a K-20 data system.
2. Working with Oregon Department of Education (ODE), Community College and Workforce Development (CCWD) and OUS staff, coordinates data identification and transmission to OUS Office of Institutional Research from Oregon high schools through the Integrated Data Transfer System process.
3. Working with other analysts, takes active role in the development, maintenance and dissemination of academic performance reports and high school profiles of OUS first-time freshmen to be distributed to Oregon high schools and other interested parties. Assist in the creation and implementation of detailed performance reports using unit record high school transcript data.
4. Attends meetings, interprets needs and proposes solutions for the integration of high school transcript data into a K-20 database as needed. Establish contacts with pertinent staff at OUS, ODE, and CCWD and maintain familiarity with agency databases.
5. Designs and implements standardized web reports using linked educational data records from Oregon Department of Education and OUS.
6. Produces reports, presentations and data models using Excel, Access, Oracle, SAS and other appropriate applications as requested.

7. Assists in the validation of the student and course data sent to us each term by the OUS institutions; assists in the generation of a series of reports to be sent back to the OUS schools providing them feedback about data inconsistencies and errors, primarily high school transcript data.
8. Maintains with other analysts, the content of the SCARF Data Dictionary.
9. Assists in the development of a pilot test for the linking of ODE, CCWD, and OUS data.
10. Other duties as assigned.

Number of employees supervised: % of time spent in supervision 0
 Unclassified 0
 Classified 0
 Student 0

EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)

- Bachelor’s degree in a field related to research, analysis or computing (or equivalent work experience), and a minimum of two years’ experience in data analysis

SPECIAL (PREFERRED) QUALIFICATIONS

- Three years’ experience with Enterprise Data System design, ETL, BI analysis and reporting, and enterprise-based web application
- Demonstrated competence in research and basic statistical reporting; and familiarity with the postsecondary educational environment
- Experience using relational databases (e.g., Oracle), SAS (or equivalent), SQL (or equivalent), procedural programming languages, and Microsoft Suite applications (Excel, Word, Power Point) and InDesign
- Experience with multiple education sectors

KNOWLEDGE, SKILLS & ABILITIES

Knowledge Areas

This position requires:

- Understanding of privacy laws and regulations regarding student records, and data security and controls. Works with sensitive and confidential data.
- An understanding of data collection, validation, storage, and retrieval techniques using both sequential files and relational databases (especially Oracle RDBMS) and the ability to handle large data sets efficiently. Facility in the design and manipulation of large databases.
- Skill in research design, data gathering and manipulation, and statistical aggregation and analysis, including the ability to present information clearly using appropriate database, spreadsheet, and graphical tools. Critical to the design process is the ability to anticipate the data consumer's unexpressed needs and questions.
- Familiarity with a broad array of higher education-related data and the ability to evaluate its validity and relevance in relation to policy development.

- Strong communication and interpersonal skills. From program documentation to interoffice memoranda or the presentation of research, the position requires the ability to write clear, organized, and economical prose. At the same time, the position requires the ability to work collaboratively with a variety of constituencies including other staff in the Chancellor's Office, staff at individual institutions, staff in other educational sectors in Oregon, and members of external agencies to provide direction, advice, coordination, and help in the collection, interpretation, and use of data.
- Highly desirable knowledge areas: programming facility in a number of computer languages, especially web-based applications, SAS or SPSS, and Oracle's PL/SQL and SQL*Plus, together with the ability to read and interpret existing code written in other languages. Knowledge of mainframe-style operating systems (e.g., UNIX) and the ability to create command language scripts and programs within those operating systems.

Decision-Making Ability and Skills

This position requires the ability to make decisions about:

- Project design. Design the project or model, estimate availability of resources, select appropriate programming languages and analytic tools, transform design into an efficient and effective conveyance of information for public presentation or further analysis.
- Data selection and presentation. Structure each report according to its probable use and the sophistication of its audience; decide report content and level of detail accordingly. Balance urgency of a project with need for care and thoroughness.
- Information resource management. Evaluate traditional organization of stored data and computer programs in light of advances in technology; redesign for improved accessibility, efficiency, and reliability (e.g., conversion of academic personnel files from sequential storage to a relational database).

WORKING CONDITIONS

Based on criteria under OAR 580-23-0010, it has been determined that this position is a critical or security sensitive position that requires a criminal background check.

In order to keep abreast of technological advances and ever-increasing demands for more and different information by policymakers, this position requires regular professional growth and the continual acquisition of new knowledge and skills. Such development comes from many sources: continuing formal education, participation in professional organizations, attendance at technical workshops and conferences, and, for such things as learning a new software application or programming language, experimentation and study on one's own.

Employee Signature Date

Supervisor Signature Date

Human Resources Date